

Personal Skills Self-Assessment & Reflection Worksheet

Name: _____ **Date:** _____

Understanding your personal skills is important for success in school, work, and life. This worksheet will help you think about your strengths and areas you may want to improve, such as time management, communication, and attitude. Take a few minutes to reflect honestly—you'll learn more about how you work best and how to grow.

Step 1: Self-Rating

Rate yourself on the following skills from 1 (Needs Improvement) to 5 (Very Strong):

Skill	Rating (1–5)				
Time Management Using your time wisely to get things done, stay organized, and meet your goals.	1	2	3	4	5
Communication How you share your thoughts, listen to others, and express yourself clearly – whether you're speaking, writing, or using body language.	1	2	3	4	5
Interpersonal Skills The ways you interact and get along with others. This includes teamwork, empathy, and being respectful and helpful in conversations and relationships.	1	2	3	4	5
Enthusiasm & Attitude Showing a positive, eager, and willing mindset. Being ready to learn, to try your best, and to handle challenges with a good outlook.	1	2	3	4	5
Integrity & Personal Responsibility Being honest, doing the right thing, and taking ownership of your actions, even if no one is watching.	1	2	3	4	5
Life-long Learning Mindset Being open to learning new things throughout your life, staying curious, and always looking for ways to grow and improve.	1	2	3	4	5

Step 2: Reflection Questions

1. Which skill do you feel strongest in? Why?
2. Which skill do you want to improve? What might help?
3. Who could you talk to for support or advice on improving that skill?
4. If you're working with a peer or team, how could you support each other using your strengths?
5. When you make a mistake, how do you use it as a chance to learn?