

## Exercise

### Boost awareness of your own competencies

**What:** Get an overview of your experience, your strengths and weaknesses and what tasks you like and dislike doing.

**Why:** Identify the common denominator in your background.

**How:** Draw on previous experiences and write down your role/tasks, what you liked, what you didn't like and what skills you used.  
The table on this page is an example of how you can fill this in.

Role/where?	Tasks and duties	Liked	Didn't like	I was good at:	Skills I used
Project Manager at Pilen Consultancy	Conduct pilot studies, draw up project plans, follow-up, assess/update, document	Planning everything from A-Z, project-oriented work	Documentation	Needs analyses on customer visits	Organisation and planning skills, being attentive to customer needs, following up, concluding
Childminder at Gasellen	Looking after children, providing care, communicating with parents, outdoor activities, indoor activities	Outdoor activities, facilitating play	Tidying away and keeping track of toys and equipment	Getting the kids to start an activity	Creativity, thoughtfulness, structure

## Exercise 2

### Boost awareness of your own skills

Role/where?	Tasks and duties	Liked	Didn't like	I was good at:	Skills I used

### Summary

Can you see a common denominator? What tasks would you like to do more? What tasks would you like to do less? Are there any tasks you would like to take on but do not do at present?