

My Secret Wealth Inventory

Make a list of anything you do well that when you do it creates a positive effect. If any aspect is powerful and effective, put it on the list. Add to the list every day so that it becomes as comprehensive as possible.

Categorise your list using main headings and sub-headings. Think about your current and previous jobs and include skills gained through hobbies and other interests.

Don't get hung up about whether or not to include something on your list. Just do it. It doesn't matter if something is written more than once under different categories.

If you are having difficulty, ask a number of people who know you – colleagues, family, friends etc.

Do it in whatever format you prefer: a table, in columns, a list, a mindmap etc.

Use Word or Excel or handwrite it if you prefer. It's your list.

See examples shown below:

1. SKILLS LIST

IT SKILLS

Computers	Websites	Software Applications
Set up networks Repair hardware Install software Programming Multi-media Back-ups Restoring data	Website design Website development Hosting Internet Bulletin boards Search engine optimisation Pay per click	Microsoft Word Microsoft Excel PowerPoint Outlook Microsoft Publisher Sage Accounts Desktop Publishing

COMMUNICATION SKILLS

Written	Verbal	Listening
Composing business letters Writing reports Summarising reports Writing sales letters Taking minutes of meetings Shorthand	Engaging people Persuading and influencing people Articulate words clearly Get message across	Listen intently Focus on other person Can paraphrase what is said Use global listening skills Show genuine interest in others Allow others to complete sentence

MEETING SKILLS

Chairing meetings
Taking minutes
Keeping meetings on track
Achieving outcomes
Starting & ending on time

Everyone's list will be different. Include categories that are relevant to you.

Here are some skills categories to start you off:

Organisation	Nurturing	Inspirational	Team Player	Time Management
Problem Solving	Training	Learning	Management	Foreign Languages
Decision Making	Coaching	Logic	Leadership	Running the household
Public Speaking	NLP	Reasoning	Motivating others	Numeracy
Creativity	Counselling	Marketing	Selling	Negotiating

2. KNOWLEDGE LIST

Make a second list to capture all your knowledge. Here are some examples:

Education
Specialisation (deeper than general education)
Music
Mechanical areas (cars, boats etc)
Cultural knowledge
Industry knowledge
Human nature
Health & Safety
Human resources
Business
Ways of working in other countries (eg exporting)

3. PERSONAL VALUES

Write a list of what's important to you in life. What are your values? What are your character strengths?

Examples of values: Caring; Loving; Fun; Smart; Understanding; Easy going

4. PERSONAL ATTRIBUTES

Examples of personal attributes

Ensures safety; Leads by example; Seeks responsibility, accountability and ownership; Works as one team;
Communicates effectively; Uses and maintains knowledge and technical expertise; Analyses and solves problems;
Embraces change and drives innovation; Plans and prioritises work; Delivers quality and customer satisfaction.

THIS IS A LIST FOR LIFE

Keep adding to your lists every day and make it fun. As you are doing things, think about the skills and knowledge you are using and more things will come to you. For example, you may be decorating at home – what other DIY skills have you got that you do well? You may have children ... what skills do you use with them?

WHY DO THIS EXERCISE?

- You have an enormous abundance of skills and knowledge. After you've laid your assets down on paper, you'll start seeing yourself with about ten times more dimension, value and ability than you did before the exercise.
- You'll see possibilities and opportunities naturally become evident to you.
- It increases your self-esteem and self-worth.
- It's exhilarating and you'll become empowered.
- It gives you a unique benefit that you can offer to others.
- It allows yourself to look at life from a broader perspective and to expand and compound the value of your own worth to yourself and others.