This exercise is designed to help you identify tasks you would like to perform in your work.

**Instructions:**
1) Place a check mark next to each task you think you would enjoy.
2) Review the items you have checked and narrow your list to the 8 tasks of greatest interest.
3) For each of the 8 tasks selected, complete the reserve side of this sheet and attempt to respond to "what" or "who" for each by turning the task into a question, if applicable. For example, “Who do I want to teach, lead, persuade? or “What do I want to plan, raise funds for, make decisions about?” See examples.

**ANALYTICAL**
- analyze
- assess
- compare
- conceptualize
- critique
- devise
- diagnose
- estimate

**DECISION MAKING**
- observe
- predict
- project
- prove
- reflect
- research
- review
- screen
- solve problems
- study
- survey

**COMMUNICATION**
- communicate
- convey
- debate
- define
- describe
- draft
- edit
- explain
- foreign language (read, write, speak, translate)

**FINANCIAL**
- test
- think critically
- validate

**HELPING**
- advise
- assist
- coach
- collaborate

**LEADERSHIP**
- assign
- authorize
- chair
- direct
- delegate
- enforce
- facilitate
- found
- hire
- implement
- manage change
- manage a crisis
- manage people
- manage

**PERSUASION**
- encourage
- influence
- mediate
- motivate
- persuade
- negotiate
- recruit
- sell

**TECHNICAL**
- assemble
- construct
- compile
- engineer
- install
- integrate
- operate
- measure
- program
- repair
- upgrade

**ADD VALUE**
- adapt
- enhance
- improve
- maximize
- minimize
- shape
- streamline
- strengthen
- supplement
- update

**ORGANIZATIONAL**
- administer
- categorize
- collect
- compile
- consolidate
- coordinate
- coordinate
- manage time
- monitor
- organize
<table>
<thead>
<tr>
<th>Desired Work Task</th>
<th>Who?</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.e. counsel</td>
<td>1) families/parents</td>
<td>1) disciplining children, marital problems, conflict resolution</td>
</tr>
<tr>
<td></td>
<td>2) children</td>
<td>2) dealing with divorce, depression, peer pressure, learning disabilities</td>
</tr>
<tr>
<td>i.e. write</td>
<td>1) elected officials, CEO's</td>
<td>1) speeches</td>
</tr>
<tr>
<td></td>
<td>2) customers</td>
<td>2) marketing materials</td>
</tr>
<tr>
<td>i.e. evaluate</td>
<td>1) current staff</td>
<td>1) how productive they are</td>
</tr>
<tr>
<td></td>
<td>2) customers</td>
<td>2) what motivates them to buy</td>
</tr>
<tr>
<td></td>
<td>3) competitors</td>
<td>3) effective practices</td>
</tr>
</tbody>
</table>