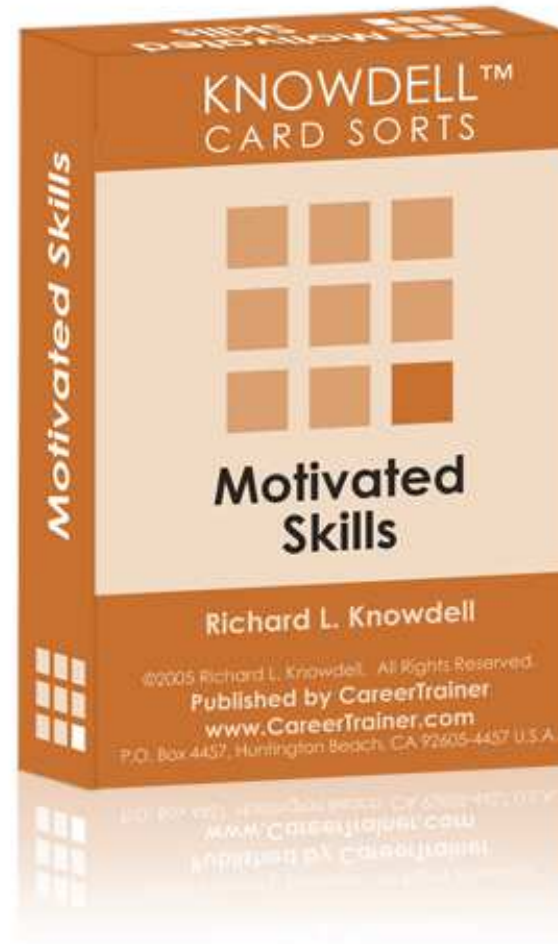




MOTIVATED SKILLS CARD SORT



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MOTIVATED SKILLS CARD SORT

Step 1

TOTALLY DELIGHT
IN USING

ENJOY USING
VERY MUCH

LIKE
USING

PREFER NOT
TO USE

STRONGLY
DISLIKE USING

Place the five **black** category cards in the following order:

- ***Total Delight***
- ***Enjoy Using Very Much***
- ***Like Using***
- ***Prefer Not To Use***
- ***Strongly Dislike Using***

Place them in a vertical column on the left side of a clear, flat work surface.



MOTIVATED SKILLS CARD SORT

Step 2

TOTALLY DELIGHT IN USING	COMPUTER LITERATE Develop, Organize and Complete Tasks and Projects Using Software Programs Such as Microsoft Word, Excel, and PowerPoint.
ENJOY USING VERY MUCH	CLASSIFY Group, Categorize, Systematize Data, People, or Things.
LIKE USING	TEACH, TRAIN Inform, Explain, Give Instruction to Students, Employees, or Customers.
PREFER NOT TO USE	BUDGET Economize, Save, Stretch Money or Other Sources.
STRONGLY DISLIKE USING	CUSTOMER SERVICE Effectively Solve Problems and Challenges That Satisfy Customers.

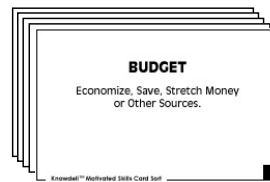
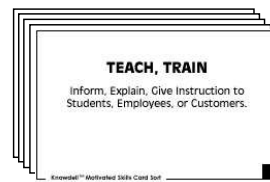
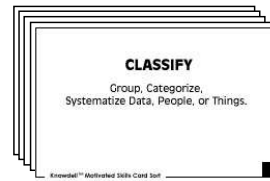
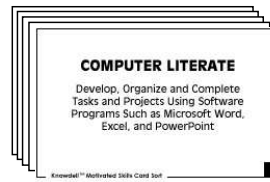
Sort the entire deck of 51 Skill Cards into five stacks to the right of the five category cards, according to how much you enjoy using the skill (or would enjoy using it if you could).

Be sure to put at least five cards in the top and bottom stacks.



MOTIVATED SKILLS CARD SORT

Step 3



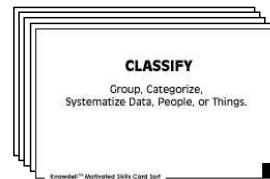
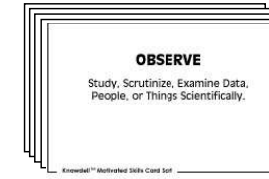
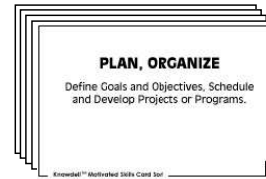
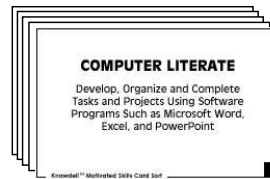
Turn each of the five vertical category cards over (so you can not read them).

Next, place the three additional category cards across the top of your work area, with 'Highly Proficient' above the stacks of cards and the others to the right as above.

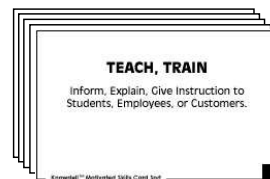


MOTIVATED SKILLS CARD SORT

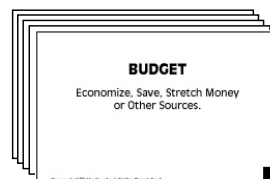
Step 4



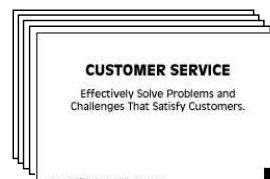
Next, consider each of the Skill Cards according to how good you are at performing it, and sort each of the five stacks to the right.



Compare each skill only with the other skills in that stack.



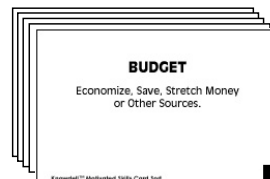
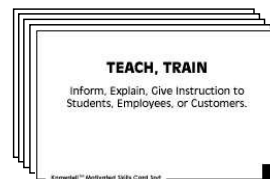
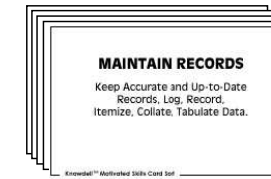
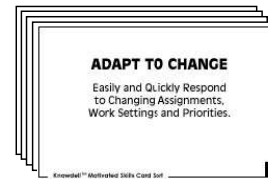
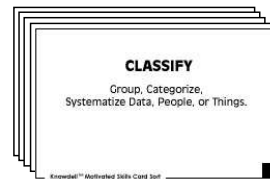
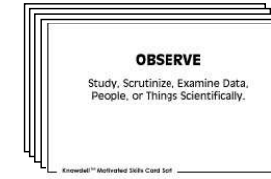
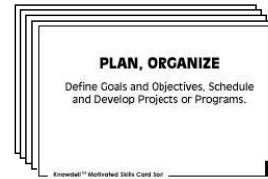
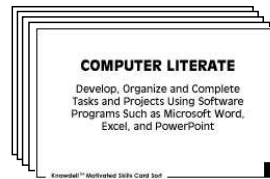
You must assign at least one skill to each category.





MOTIVATED SKILLS CARD SORT

Step 5



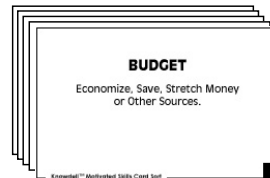
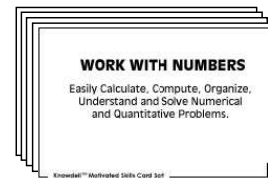
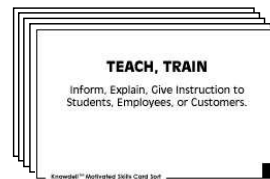
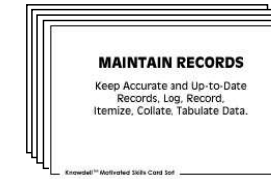
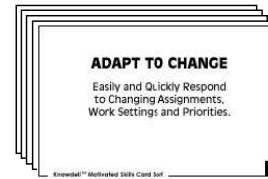
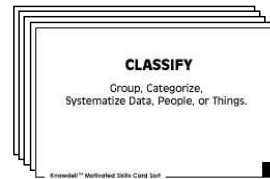
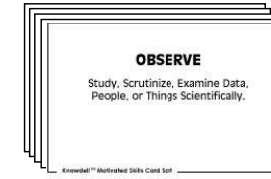
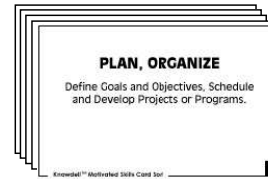
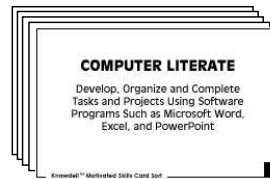
Continue to the second stack and sort it into three stacks.

Continue on to the 3rd, 4th, and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.



MOTIVATED SKILLS CARD SORT

Step 6



Continue on to the 3rd, 4th, and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.



MOTIVATED SKILLS CARD SORT

Step 7

HIGHLY PROFICIENT

COMPETENT

LACK DESIRED SKILL LEVEL



COMPUTER LITERATE
Develop, Organize and Complete Tasks and Projects Using Software Programs Such as Microsoft Word, Excel, and PowerPoint

PLAN, ORGANIZE
Define Goals and Objectives, Schedule and Develop Projects or Programs.

OBSERVE
Study, Scrutinize, Examine Data, People, or Things Scientifically.



CLASSIFY
Group, Categorize, Systematize Data, People, or Things.

ADAPT TO CHANGE
Easily and Quickly Respond to Changing Assignments, Work Settings and Priorities.

MAINTAIN RECORDS
Keep Accurate and Up-to-Date Records, Log, Record, Itemize, Collate, Tabulate Data.



TEACH, TRAIN
Inform, Explain, Give Instruction to Students, Employees, or Customers.

WORK WITH NUMBERS
Easily Calculate, Compute, Organize, Understand and Solve Numerical and Quantitative Problems.

MAKE ARRANGEMENTS
Coordinate Events, Handle Logistics.



BUDGET
Economize, Save, Stretch Money or Other Sources.

CONCEPTUALIZE
Conceive and Internally Develop Concepts and Ideas.

INTERVIEW FOR INFORMATION
Draw Out Subjects Through Incisive Questioning.



CUSTOMER SERVICE
Effectively Solve Problems and Challenges That Satisfy Customers.

Continue on to the 4th and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.

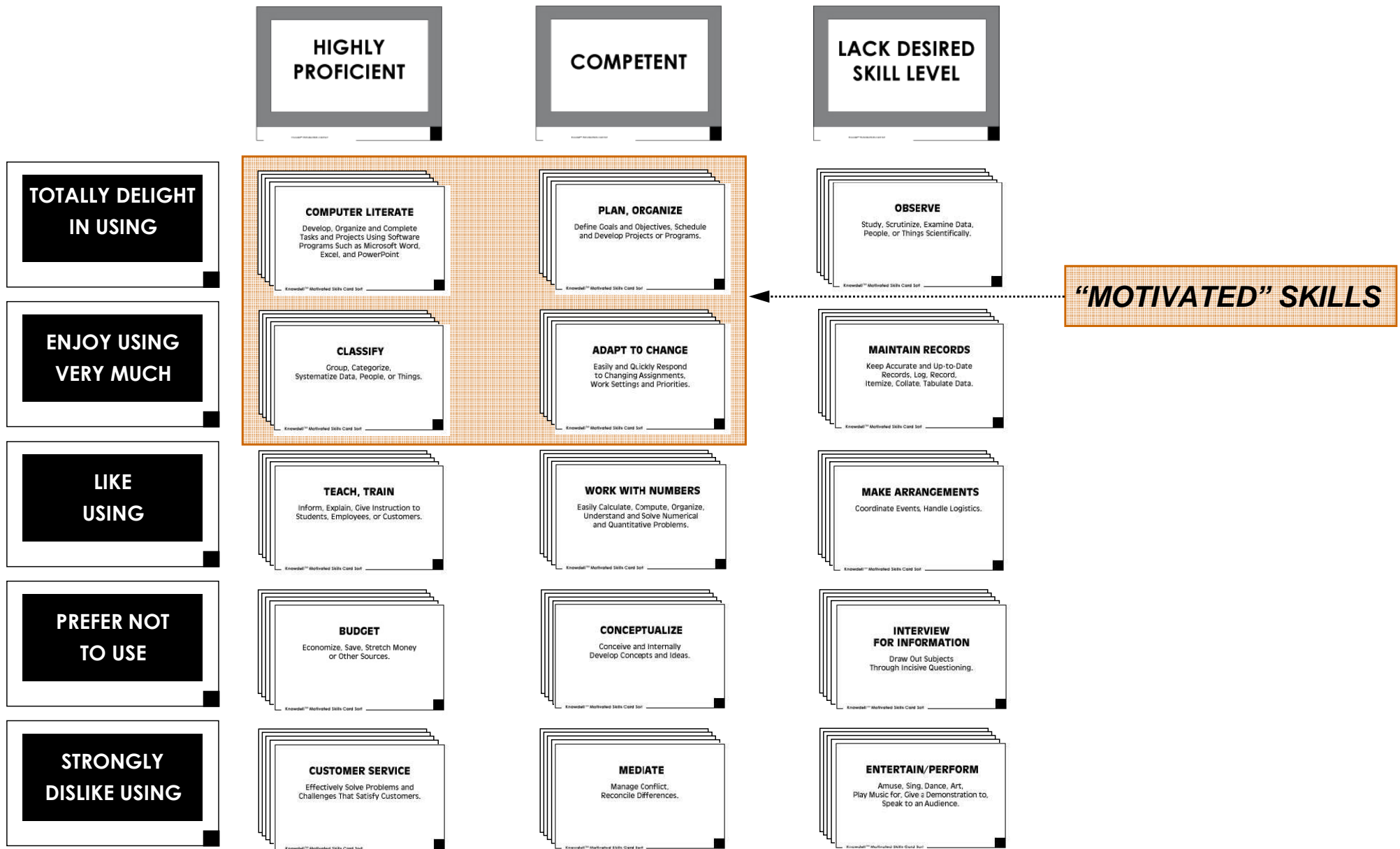


MOTIVATED SKILLS CARD SORT

	HIGHLY PROFICIENT	COMPETENT	LACK DESIRED SKILL LEVEL
TOTALLY DELIGHT IN USING	COMPUTER LITERATE Develop, Organize and Complete Tasks and Projects Using Software Programs Such as Microsoft Word, Excel, and PowerPoint.	PLAN, ORGANIZE Define Goals and Objectives, Schedule and Develop Projects or Programs.	OBSERVE Study, Scrutinize, Examine Data, People, or Things Scientifically.
ENJOY USING VERY MUCH	CLASSIFY Group, Categorize, Systematize Data, People, or Things.	ADAPT TO CHANGE Easily and Quickly Respond to Changing Assignments, Work Settings and Priorities.	MAINTAIN RECORDS Keep Accurate and Up-to-Date Records, Log, Record, Itemize, Collate, Tabulate Data.
LIKE USING	TEACH, TRAIN Inform, Explain, Give Instruction to Students, Employees, or Customers.	WORK WITH NUMBERS Easily Calculate, Compute, Organize, Understand and Solve Numerical and Quantitative Problems.	MAKE ARRANGEMENTS Coordinate Events, Handle Logistics.
PREFER NOT TO USE	BUDGET Economize, Save, Stretch Money or Other Sources.	CONCEPTUALIZE Conceive and Internally Develop Concepts and Ideas.	INTERVIEW FOR INFORMATION Draw Out Subjects Through Incisive Questioning.
STRONGLY DISLIKE USING	CUSTOMER SERVICE Effectively Solve Problems and Challenges That Satisfy Customers.	MEDIATE Manage Conflict, Reconcile Differences.	ENTERTAIN/PERFORM Amuse, Sing, Dance, Art, Play Music for, Give a Demonstration to, Speak to an Audience.



MOTIVATED SKILLS CARD SORT





MOTIVATED SKILLS CARD SORT

	HIGHLY PROFICIENT	COMPETENT	LACK DESIRED SKILL LEVEL
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BURN-OUT SKILLS

Note: The 'BURN-OUT SKILLS' box and the 'CONCEPTUALIZE' and 'MEDIATE' cards are highlighted with an orange border and a dotted arrow points from the box to the 'CONCEPTUALIZE' card.



MOTIVATED SKILLS CARD SORT

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DEVELOPMENTAL SKILLS (highlighted in orange)



MOTIVATED SKILLS CARD SORT

	HIGHLY PROFICIENT	COMPETENT	LACK DESIRED SKILL LEVEL
TOTALLY DELIGHT IN USING	COMPUTER LITERATE Develop, Organize and Complete Tasks and Projects Using Software Programs Such as Microsoft Word, Excel, and PowerPoint.	PLAN, ORGANIZE Define Goals and Objectives, Schedule and Develop Projects or Programs.	OBSERVE Study, Scrutinize, Examine Data, People, or Things Scientifically.
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UNIMPORTANT SKILLS