

Part 2: Skills Inventory:

Soft Skills, personality traits or talents: What do you think are your top personal strengths/soft skills that are important for an entrepreneur to succeed?

Definition: A combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence

Communication	Open minded
Patience	Adaptable
Resilience	Active Listening
Team player	Work ethic
Growth mindset	Emotional Intelligence
Problem solving	Bias for Action
Negotiation	Time Management
Creativity	Empathy
Respect for Others	Leadership
Open mindedness	

Other:

Part 2: **Organizational Skills**: What are your organizational strengths? Check the org chart on the flip side.

What are the skills in which you don't yet have any experience? If your business won't need these skills, cross them off.

List the skills you need to acquire? (Or find someone else to take care of them?)

Put a star against the 3 most important skills to learn

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

How many
roles do you
take on? _____

