**WHAT I DO BEST**

**Objective**:

* To determine if your strengths correlate to the responsibilities of your job.
* To leverage the strengths of a team so that each member is able to contribute and thrive.

**Instructions:**

1. On the left of the attached sheet, write five responsibilities of your job (what you get paid to do).
2. Read through the following list of “What I Do Best” tasks or activities and identify ten statements that describe you the best – the ones most like you.
3. Sort your ten statements into order; beginning with the highest likeness and write them on the right side of the attached sheet.
4. Draw a line from the “What I Get Paid To Do” column to as many statements on the right (some statements may have more than one line).

**TIP**: *For better visibility, use different colors to map the statements on the left to the ones on the right.*

**Questions to discuss:**

1. Does your role allow you to leverage what you do best?
2. Are some of your “What I Do Best” statements used more than others?
3. Are some of your “What I Do Best” statements not used?
4. How can each member of the team be involved in tasks and activities that allow them to contribute in the ways they prefer?
5. What partnerships would help the team fill in any existing gaps?

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| * volunteer for causes I believe in
* inspire people about what could be
* collect and archive all kinds of information
* examine the unique qualities of each person
* talk with those going through difficult situations
* be in the “public eye”
* establish routines and processes
* feel connected with all of life
* think and study
* compare my performance to others
* create order and safety in my life
* act according to my beliefs
* control my life
* include people who feel left out
* check people out carefully before revealing confidential information
* let others know, without words, that I know how they feel
* associate with people who appreciate my strengths
* coach
* work hard
* discuss history and its lessons
* do things right
* help others explain their thoughts
* live for the present
* meet new people
* help people solve their problems
* use history to explain my position
* be busy all the time
* treat all people the same
* find a new way to do things
* concentrate until the job gets done
* learn as much as I can about the people I meet
* do what is expected of me each day
* follow up on the details
 | * discover patterns of data
* take on challenges
* be persuasive
* follow through on my commitments
* keep track of several things at one time
* participate in intellectual and philosophical discussions
* figure out how different people can work together productively
* give praise
* plan new programs
* have clear rules that everyone follows
* discover new information
* prove myself successful
* create future pictures and plans
* overcome obstacles
* take on significant goals and challenges
* win the approval of others
* search for the reasons and causes
* strive to know more
* tell stories
* envision the things I want and desire
* push things to action
* selectively distribute praise and recognition
* accept people as they are
* organize a big event or celebration
* teach people
* join brainstorming sessions
* find experts to help
* get people committed
* stay in contact with my friends
* help others see their strengths
* choose the best alternatives
* make work fun
* build bridges between people of different cultures or experience
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