

# Chapter 1

# Self Awareness

## Lesson 1.1

Your Interests and Values

## Lesson 1.2

Your Skills and Aptitudes

## Lesson 1.3

Your Personality and Learning Styles

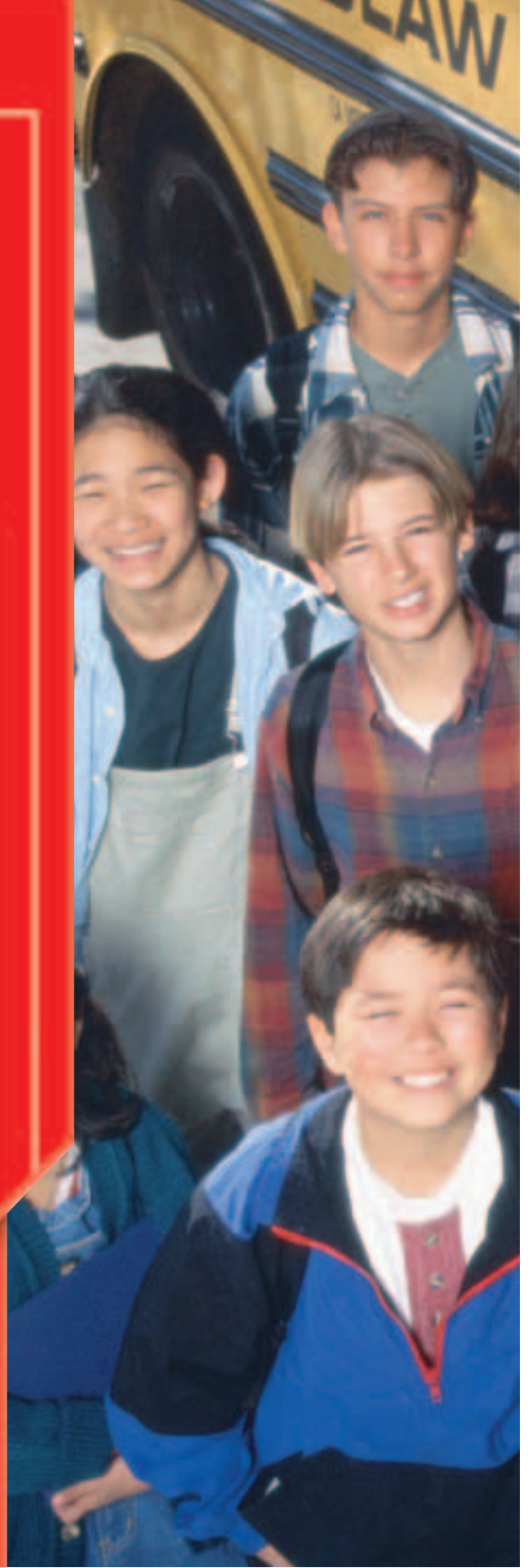
### CAREER CLUSTER

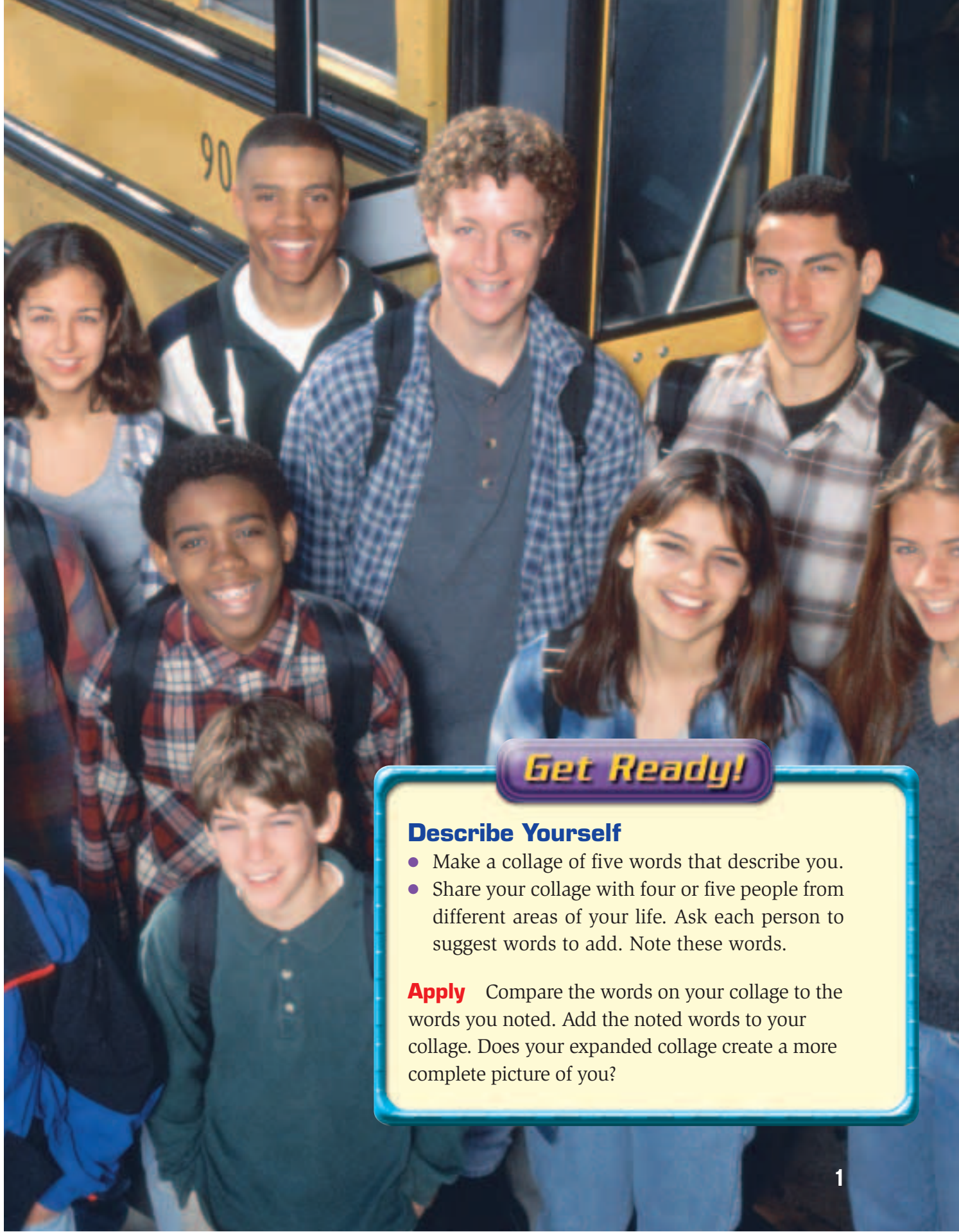
You will explore the Agriculture, Food, and Natural Resources career cluster.



### What You'll Learn

- You will explore who you are.
- You will discover your interests, values, skills, and aptitudes.
- You will learn how your personality and learning styles can affect your career choices.





## *Get Ready!*

### **Describe Yourself**

- Make a collage of five words that describe you.
- Share your collage with four or five people from different areas of your life. Ask each person to suggest words to add. Note these words.

**Apply** Compare the words on your collage to the words you noted. Add the noted words to your collage. Does your expanded collage create a more complete picture of you?

# Your Interests and Values

## Discover

- What interests you
- The link between your interests and different careers
- What you value, or believe is important

## Why It's Important

Your interests and values are at the heart of who you are and will help lead you to careers that are right for you.

## KEY TERMS

- interests
- technology
- interest inventory
- values
- work values
- economic values

Who are you? Don't answer right away. Take some time to think about you. After all, most people spend their whole lives discovering who they are. Getting to know yourself is an important part of your journey. In fact, it can be the most exciting journey of your life.

On your journey, you'll try new ways of doing things. You'll look at things in different ways. You'll go down many paths. Some will lead to careers. How will you know the way? By exploring and finding who you are.

## Discovering Your Interests

How do I like to spend my free time? What am I curious about? What do I find fascinating? These are questions you'll be asking yourself as you explore your **interests**. Your interests are your favorite activities. People have some interests in common. Look at **Figure 1.1**. Do you share any of these interests? Which ones?

## Your Favorite Things

Make a list of your interests. How do you spend your time? What school subjects do you enjoy?

### Discover Yourself

Before thinking about your future, get to know yourself. Look in the mirror. *How would you describe the person you see?*



What are your favorite things to do? Perhaps you like to read, play sports, dance, cook, or surf the Web.

What do you talk about with your friends? What kinds of books and magazines do you read? What kinds of TV shows and movies do you watch? What do you daydream about? Your answers to all of these questions are your interests.

## Where Do Your Interests Lead?

Now take a close look at your list of interests. You may begin to see patterns. Things you enjoy doing may fall into categories, or groups.

### People, Information, or Technology

Do many or most of your interests fall into one of the groups shown in **Figure 1.2** on pages 4–5? Take a look.

The *people* category describes activities involving people. The *information* category has to do with using ideas, facts, words, and figures. The *technology* category involves working with things, such as tools, machines, and other equipment. **Technology** is the practical use of scientific knowledge (ideas, methods, tools, and materials) to get things done.

### Matching Interests and Careers

So far you've made your own list of interests. You may also want to consider taking an interest inventory. An **interest inventory** is a checklist that points to your strongest interests.

**Figure 1.1**

### SOME COMMON INTERESTS

**MUSIC**



**OUTDOORS**



**SPORTS**



**ANIMALS**



**FASHION**

**Things You Enjoy** Interests can lead to careers. *What careers might each of these interests lead to?*

## Attitude Counts

### What Is Attitude?

Attitude is a general outlook on life. A person with a positive attitude sees the good things and works to improve any negative things. A positive attitude makes life more enjoyable.

### Cooperative Learning Activity

Raul spent two hours on the computer working on an assignment. Just as he finished, his computer crashed. Raul lost all his work.

Discuss the following with a partner, then share your thoughts with the class:

- The good things in this situation.
- Ways to improve the negative parts of this situation.

You choose interests from groups of items. Then your interests are matched to possible careers. For example, if you're interested in engineering and astronomy, you might be matched to a career in aerospace engineering.

There are no right or wrong answers when you take an interest inventory. An interest inventory is just another way of exploring who you are. It is also a way of exploring possible careers. Ask your teacher or school counselor if you can fill out an interest inventory.

**Figure 1.2**

## **PEOPLE, INFORMATION, OR TECHNOLOGY**

Many people strongly prefer people, information, or technology.  
*Which interests you?*

**A**



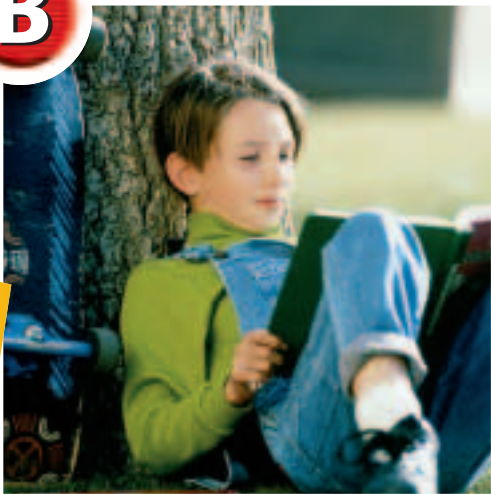
### **People**

If you're interested in people, you may make friends easily. You probably get along well with others. You might enjoy helping your friends solve their problems. You're usually ready to drop everything to be with others. You might enjoy being a salesperson, a fitness trainer, or a police officer. **Many careers involve working with people.**

## What Are Values?

Values also give you direction. Your **values** are what you believe is important. They are the beliefs and ideas you live by. Like your interests, your values are an important part of who you are. Your values help you to make all kinds of decisions, from choosing friends to choosing careers. Values can guide you as you make important decisions. They can help you make wise choices.

**B**



### Information

Maybe you like information. If so, you probably enjoy reading. You may spend hours in the library or exploring sites on the Internet. You might be interested in history. You may know baseball scores and world records. Someday you might be a Web site designer, a detective, or a book editor. **Many careers are open to people who like information.**

**C**



### Technology

If technology grabs your interest, you may enjoy making or fixing things. You may take things apart just to see how they work. Perhaps you can work on a computer for hours without even noticing the time. One day you might be a video producer, a recording engineer, or a lab technician. **There are many careers for people interested in technology.**

Your **work values** are the things about work that are important to you. Understanding your work values will help you select a career that suits you. For example, if you value independence, you might be happy working as an entrepreneur. If you value helping other people, you would probably enjoy a career as a social worker, a teacher, or a health care worker.

You also have economic values. Your **economic values** are how important money is to your happiness. Your economic values influence your economic goals.

Where do your values come from? You learn them from important people in your life—family members, teachers, religious leaders. The values of your culture or community may also influence your personal values.

Luis Ramos of Miami, Florida, gives his grandmother credit for many of his values.

“ My grandmother taught me to care about others, especially older people. When I was thinking about careers, I knew I wanted to help people. ”

Luis is a home health aide. He cares for an older man who lives on his own.

**Figure 1.3**



## Uncovering Your Values

People share many basic values. **Figure 1.3** shows some of them. Many values are taught by example. If your parents or family members always make an effort to be truthful with you, you'll probably be truthful, too. If you see them helping others, you'll learn by their example.

## Evaluate Your Values

Do you share any of the values listed in **Figure 1.3**? What other values do you have?

**Make a Chart** In the left-hand column of your chart, list your values. In the right-hand column, tell where these values came from. Are they personal values, family values, work values, economic values, or cultural values?

**Compare Charts** Compare your chart with a partner. Then keep it for later use. Add new values as you discover them.

Try This Activity

Your values can guide you as you make important decisions. They can help you choose wisely.

## Career

## Opportunities



### Agriculture, Food, and Natural Resources

Do you enjoy farming? Mining? Ranching? Do you appreciate forests and natural parks? Then perhaps a career in the Agriculture, Food, and Natural Resources career cluster is for you. Many careers involve working outdoors.

#### Critical Thinking

Do you think zookeepers need to have good communication skills? Why?

#### ZOOKEEPER

Zoo seeks experienced keeper. Candidates must have at least 5 years of experience caring for animals in a zoo, ranch, or wild-life preserve. Keepers are responsible for feeding, watering, cleaning, and caring for animals. Experience with large mammals a plus.



### Key Terms Review

- On a separate sheet of paper, write six sentences that use the key terms. Draw a blank line in place of the key term in each sentence. Exchange sentences with a partner and complete each other's sentences.
  - interests
  - technology
  - interest inventory
  - values
  - work values
  - economic values

### Check Your Understanding

Choose the correct answer for each item. Write your answers on a separate sheet of paper.

- Two things you should consider about yourself when investigating careers are \_\_\_\_\_.
  - teamwork and homework
  - technology and people
  - interests and values
- Your values are \_\_\_\_\_.
  - the beliefs and ideas you live by
  - the items you buy at a store for a good price
  - the things you like doing

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

- How do you think you develop interests?
- Why is it a good idea to think about your interests when making career choices?
- Who might help you identify your values?

### Connecting to the Workplace

- Interests and Values** Survey three teachers at your school to find out what interests and values can lead to a teaching career. Take notes during your interviews. Then, create a chart listing the interests and values mentioned by the teachers. When you are finished, write a job profile detailing some of the values and interests it takes to be a teacher.



### Teamwork

- Put Values Into Practice** Team up with a group of classmates. Choose one value you all share. Think of an idea for putting what you collectively value into practice. For example, your team's value might be protecting the environment. One way to put that value into practice would be to start a recycling program at your school. Create a poster that illustrates your value and idea for putting it into action. Share your team's poster with the class.



# Your Skills and Aptitudes

Now you've got some idea of your interests and values. Don't stop there. You're just getting to know yourself. What's next? You'll want to consider what you can learn to do.

## Comparing Skills and Aptitudes

A **skill** is the ability to perform a task due to training and experience. Once you've learned something, it becomes a skill. You already have many skills. You can read and write. You may know how to play an instrument or a sport. These are skills. An **ability** is a skill you have already developed. An **aptitude** is your potential for learning a skill.



### Use Your Skills

You may find a career some day that uses abilities you have now.

*What is something you do well or know how to do? To what careers could it lead?*

## Discover

- How skills and aptitudes differ
- What your skills and aptitudes are
- Where your skills and aptitudes might lead you

## Why It's Important

Your skills and aptitudes are clues to what you can do. They can point you toward different careers.

## KEY TERMS

- skill
- ability
- aptitude
- job-specific skills
- transferable skills

Having an aptitude is like having a knack for something, like drawing, or training pets. Aptitudes can be developed into skills. Micky Campbell showed an aptitude for building things when she was growing up.

“When I was a kid,” Micky recalls, “all I wanted to do was put pieces of wood together. I made birdhouses, dollhouses, tree houses—anything I could think of.” Today, Micky runs her own construction business near Charlotte, North Carolina. She builds houses—first homes, dream houses, and everything in between. Micky turned her aptitude into a skill by learning carpentry.

## What Are Your Skills?

What skills do you have? How can you figure out what your aptitudes are? Start by making a list. Set up a chart like the one in **Figure 1.4**. Group your skills and aptitudes under the headings *Mental*, *Physical*, and *Social*. Write down all your skills and aptitudes that come to mind. Keep your list handy and add new skills and aptitudes as you think of them.

**Figure 1.4**

### MY SKILLS AND APTITUDES

Mental	Physical	Social
Creative writing	Gymnastics	Conversation
Mathematics	Aerobic exercise	
Memory		

**Skills and Aptitudes** One way to analyze your skills and aptitudes is to think of them in groups. Make a chart with three headings: Mental, Physical, and Social. Then write your skills and aptitudes under the appropriate heading. *Are all three groups the same size, or do you have more skills and aptitudes in one area than in another?*

## Understanding Different Kinds of Skills

Employers always want workers to have both job-specific skills and general transferable skills. **Job-specific skills** are the skills necessary to do a particular job, like balancing a budget or programming a computer. **Transferable skills** are general skills used in school and in various types of jobs. Transferable skills are always necessary, regardless of the career you choose. The following is a list of some of the most common transferable workplace skills:

- Communication skills
- Listening skills
- Problem-solving skills
- Technology skills
- Decision-making skills
- Organizing and planning skills
- Teamwork skills
- Social skills
- Adaptability skills



### Getting the Skills You'll Need

**Q:** I know exactly what job I want. Why should I waste time developing skills that don't seem related to this job?

**A:** It is important to get as many skills as you can. Although some skills might not seem necessary, most jobs require workers to have more than just one kind of skill. For example, chefs need cooking skills, but they also need math and planning skills. A variety of skills is necessary for succeeding and advancing in a job.



#### Apply Your Aptitudes

Many people dream of being professional athletes. *In what other careers might you use your aptitude for a sport?*

## Try This Activity

### Assess Your Career Interests and Aptitudes

Understanding your personal interests and aptitudes will help you set and achieve realistic career and educational goals. Start by completing a formal career interest and aptitude assessment. Your teacher or school counselor should be able to give you such a test.

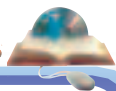
**Match Interests and Aptitudes to Opportunities** Once you've completed your self-assessment, match your interests and aptitudes to career opportunities. Make a list of your interests and aptitudes. Then write down several career opportunities that match your interests and aptitudes. Record why each career on your list might be a good fit for you.

**Get Feedback** Show your list of aptitudes, interests, and potential careers to a friend, a family member, a teacher, or someone else you trust. Ask whether he or she thinks the careers you have listed are right for you and why. Add this information to your list.

**Develop Your Skills** Select the career from your list that interests you most and consider what skills you would need to develop to achieve that career. Be sure to consider transferable workplace skills as well as job-specific skills. Write down the skills you need and how you can acquire them.

## Exploring

### Online



Remember, one of your best resources is [exploring.glencoe.com](http://exploring.glencoe.com)

## Thinking About the Future

Do you feel you know yourself any better now? Take a break and take stock. Review your list of skills and aptitudes. Allow yourself to dream a bit about where some of your strengths might lead you.

Here are a few thoughts to keep in mind as you think about the future.

- Everyone has different skills and aptitudes.
- Certain skills are more important in some careers than in others.
- Transferable skills are required in all careers.
- You need to develop skills in many areas. You will not have an aptitude for everything you want to learn. Don't let that stop you from developing the skills you want and need.

### Key Terms Review

1. In your own words describe each of the key terms. Then explain how an aptitude differs from a skill and how a transferable skill differs from a job-specific skill.
  - skill
  - ability
  - aptitude
  - job-specific skills
  - transferable skills

### Check Your Understanding

Determine whether each statement is true or false. Rewrite any false statement to make it true. Write your answers on a separate sheet of paper.

2. Once you've learned something, it becomes an aptitude.
3. An example of a skill is being able to play an instrument.
4. An aptitude is a well-developed skill.

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

5. Do you think it is important to try to develop skills related to your aptitudes? Why or why not?
6. What skills do you have now that are not connected to any of your aptitudes?

### Connecting to the Workplace

7. **Understanding Skills** Use words and pictures to create a presentation about transferable skills. Explain the difference between job-specific skills and transferable skills. Then explain how transferable skills are used in school and in a variety of careers. In your presentation, define each type of transferable skill and describe how each can be used in several situations and among different careers. Tell why employers value workers with these transferable skills. Share your presentation with the class.

### Character Building

8. **Career Advice** A school counselor told Raquel that her skills and aptitudes are perfect for a career in technology. He encouraged her to look for careers in this area. Raquel does like to instant message with friends over the Internet, but working on a computer is not her favorite activity. Her favorite activities are exercising and taking care of people. She dreams of a job in health care and thinks that a career as a physical therapist would be perfect for her. Write Raquel a letter offering her advice about choosing a career that's right for her.

# Your Personality and Learning Styles

## Discover

- What kind of personality you have
- Your best ways of learning
- How your personality and learning styles can affect your career choices

## Why It's Important

Your personality and learning style are both signs of how you think, act, and feel. They can help direct you to careers that match the kind of person you are.

## KEY TERMS

- personality
- learning styles
- self awareness

“She’s got a great personality.” “He’s got a great personality.” How many times have you heard someone say that about someone else? Have you ever thought about what it really meant, though? Your personality is what makes you a special person. By that definition, we all have great personalities.

## Exploring Personality

Your **personality** is what makes you different from everyone else. It’s the sum total of your feelings, actions, habits, and thoughts. Your personality makes you a unique individual.

## Who Do You Think You Are?

If someone asked you to describe your personality, what would you say? You might start naming some of your characteristics. What are some of the first words that come to mind?

### Everyone Is Different

Imagine a world in which everyone had the same personality. *What special quality of yours would people miss? What special quality of a friend would you miss?*



## Describe Your Personality

Here are a few ideas to get you started. Look at the words below. Which best fit your personality?

outgoing	loyal	confident
fun-loving	dependable	friendly
flexible	generous	creative
energetic	quiet	shy
caring	serious	self-directed

**Express Yourself** Write a paragraph about your personality. Include those words from the list above or any other words that describe your personality.

## Look at Ways You Learn

How you think and learn is another part of your personality. The different ways people naturally think and learn are called **learning styles**. When you are aware of your own learning styles, you are able to determine the best approach for you to learn something new. You can also determine which career areas are right for you.

Take a look at the learning styles shown in **Figure 1.5** on page 16. Which type of learner are you? What do you like to do? What are the best ways for you to learn? Is there more than one learning style that applies to you?

## Self Awareness and Career Strategy

Why think about your personality? Why figure out what kind of learner you are? Your personality will affect how you work and the people you work with. Knowing your learning styles will help you take the best approach to learning new things on the job.

Knowing your thoughts, feelings, and actions is **self awareness**. Self awareness is the key to career exploration and to a successful career strategy. To assess your strengths, weaknesses, and developmental needs, you must understand yourself. Self awareness is also an essential element of a successful career strategy. Self-aware people are able to effectively set and achieve goals.



**Figure 1.5****EIGHT STYLES OF LEARNING**

Type of Learner	Likes	Best Ways to Learn
<b>Verbal/ Linguistic Learner</b>	Likes to read, write, and tell stories; good at memorizing names and dates	Learns best by saying, hearing, and seeing words
<b>Logical/ Mathematical Learner</b>	Likes to ask questions, do experiments, work with numbers, explore patterns and relationships, and solve puzzles and problems	Learns best by making categories, classifying, and working with patterns
<b>Visual/ Spatial Learner</b>	Likes to draw, build, design, and create things; good at imagining, doing puzzles and mazes, and reading maps and charts	Learns best by using the mind's eye and working with colors and pictures
<b>Musical/ Rhythmic Learner</b>	Likes to sing, hum, play an instrument, and listen to music; good at remembering melodies, noticing pitches and rhythms, and keeping time	Learns best through rhythm and melody
<b>Bodily/ Kinesthetic Learner</b>	Likes to touch and move around; good at hands-on activities and crafts	Learns best by interacting with people and objects in a real space
<b>Interpersonal Learner</b>	Likes having lots of friends, talking to people, and joining groups; good at understanding people, leading, organizing, communicating, and mediating conflicts	Learns best by sharing, comparing, and cooperating
<b>Intrapersonal Learner</b>	Likes to work alone and pursue interests at own pace; good at self awareness, focusing on personal feelings, and following instincts to learn what needs to be known	Learns best through independent study
<b>Naturalistic Learner</b>	Likes spending time outdoors and working with plants, animals, and other parts of the natural environment; good at identifying plants and animals and at hearing and seeing connections to nature	Learns best by observing, collecting, identifying, sorting, and organizing patterns

**Learning Styles** Most people have more than one learning style. *Which learning styles would rank as your top two or three?*

## The Global Workplace

### How Do You Say It in English?

English is the official language spoken in England and Australia, but it might still sound like a foreign language to you on a visit there. Not all English-speaking countries use the same words you do. They may use local words in place of words that are familiar to you.

It's a good idea to know some local words when you do business in other English-speaking countries. If you're in need of a bathroom in England, ask for the "loo." If you are looking for the subway in London, ask for the "Tube." In Australia, ask where you can find some "tucker" if you are hungry and want food.

### Internet Activity

Use Internet resources to find out what other countries use English as the official language. Learn some common unique local words used in these countries. Go to the *Exploring Careers* Web site at [exploring.glencoe.com](http://exploring.glencoe.com) for a list of Web sites to help you complete this activity.



## Considering Career Options

Now that you've started getting to know yourself, you should also get to know your career options. A great way to learn about career options is to study career clusters. A career cluster is a group of similar occupations and industries. Career clusters were developed by the U.S. Department of Education as a way to organize career planning. Each cluster covers a major segment of the economy, such as manufacturing, finance, or government and public administration.

In each chapter of this textbook you will learn about a different career cluster. The Investigating Career Clusters feature on page 19 will help you begin to explore career clusters. To learn more about career clusters in general, read Chapter 3. You can also find more detailed information about career clusters in the Career Clusters Appendix at the back of the book.

### Key Terms Review

- Imagine you are a crossword-puzzle writer. Write a clue for each of the following key terms.
  - personality
  - learning styles
  - self awareness

### Check Your Understanding

Choose the correct answer for each item. Write your answers on a separate sheet of paper.

- Your personality is \_\_\_\_\_.
  - all your characteristics, or qualities
  - how you think about others
  - the type of people you know
- If you learn best by working alone, your style of learning is \_\_\_\_\_.
  - musical
  - intrapersonal
  - interpersonal

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

- How does self awareness benefit you?
- Look at the learning styles chart on page 16. What careers would you match with the different learning styles?

- Why might you do well in a career that uses your strongest learning style?

### Connecting to the Workplace

- Personality and Careers** Work with a partner. Interview your partner to find out about his or her personality. Note several words that best describe your partner's personality, then think of a career that might fit this personality. Write a personalized career report for your partner explaining why the career would be right for him or her. Begin the report as follows: You would be a good \_\_\_\_\_ because you are . . . . Exchange reports and discuss them.

### Teamwork

- Learning Styles** Choose one of the eight learning styles. Team up with other classmates who chose the same learning style. As a team write three sentences that are true about the learning style and two sentences that are false. Then play "Fact or Fiction" with the other teams. Read your sentences and have other teams guess which sentences about your team's learning style are "fiction."





# Investigating Career Clusters



## AGRICULTURE, FOOD, AND NATURAL RESOURCES

- Agriculture** • Growing crops and raising animals for human use
- Food** • Substances consumed by living things for energy
- Natural Resources** • Raw materials that occur naturally in the earth, such as minerals, metals, soil, and water

Job Title	Work Description
<b>Agricultural Scientist</b>	Studies farm crops and animals to develop ways of improving their quality and quantity
<b>Aquaculturist</b>	Raises fish such as trout, catfish, and salmon in stock ponds
<b>Deckhand</b>	Operates a fishing ship and its equipment
<b>Ecologist</b>	Studies the relationships between organisms and their environment and among groups of organisms
<b>Farmer</b>	Plants, cultivates, harvests, and stores crops; tends livestock and poultry
<b>Forester</b>	Manages, protects, and improves forested lands
<b>Game Warden</b>	Patrols and protects public areas and wildlife
<b>Geologist</b>	Studies the physical aspects of the earth

### Exploration Activity

**Agriculture, Food, and Natural Resources** Use library and Internet resources to research a career in the Agriculture, Food, and Natural Resources career cluster. Write a report on your findings. Include information about the kinds of work, the skills required, the working conditions, the training and education required, and the career outlook.

**Cooperative Learning** Interview a classmate about the career he or she researched. Find out as much information about that career as you can during the interview. Then have your classmate interview you about the career you researched. Afterward, take turns sharing what you learned from each other with the class.

## Chapter Highlights

**Lesson 1.1** Your interests and values can lead you in many career directions.

**Lesson 1.2** Your skills and aptitudes will be needed in a variety of careers.

**Lesson 1.3** Your personality and learning style may fit some careers better than others.

## Key Concept Review

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

1. How can you discover your interests?
2. Where do values come from?
3. How does an aptitude differ from a skill?
4. What makes up a personality?
5. What are the eight learning styles?

## Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

6. Which of your interests have to do with people? Information? Technology?
7. Why is it important to know what your values are before making career choices?

8. What is something you have an aptitude for? How would you go about developing an aptitude into a skill?
9. What do you think the world would be like if everyone had the same skills and aptitudes?
10. What careers do you think might fit your personality?

## Skill Building

### 11. Basic—Mathematics

Take a survey of the learning styles in your class. Ask each student to name his or her main learning style. Record your classmates' responses. Total the number of students for each learning style. Show the number of students for each style in a bar graph. Explain the results of your survey to the class.

## 12. Personal Qualities— Self-Esteem

Create an award for a part of your personality you wish to honor. Decorate the award with drawings that illustrate your personality.

## Academic Applications

### 13. Language Arts



Write an essay about yourself. Describe your interests, values, skills, aptitudes, and personality. Tell about goals and dreams you have for your life. Discuss ways you plan to get to know yourself better.

### 14. Health and Physical Education



Ask a friend or family member to teach you a new physical activity this week. You might learn a new dance or a new sport. You might experiment with yoga or tai chi. Afterward, record your reaction. What did you like about the new activity? What did you dislike? What did it teach you about yourself?



## Begin Your Portfolio

- **Begin** to create a Personal Career Portfolio to showcase your skills and accomplishments.
- **Use** a folder with dividers to organize your portfolio materials.
- **Label** your folder *My Personal Career Portfolio*.
- **Create** a cover page with your name, class, teacher, and school.
- **Create** a contents page where you will list the contents of your portfolio as you build it.
- **Write** lists of your interests, aptitudes, skills, and values.
- **Categorize** your skills as Basic Skills, Thinking Skills, or Personal Qualities.
- **Title** the document *Inventory of Interests, Aptitudes, Skills, and Values* and file it in your Personal Career Portfolio.
- **Update** the inventory as you discover and gain new interests, aptitudes, skills, and values.
- **List** your portfolio entry on your Personal Career Portfolio contents page.