

TAKE STOCK CHECKLIST

To chart the path toward achieving your goals, you must candidly and honestly assess where you are now and clarify what's it going to take for you to get where you aspire to be. What skills and strengths do you possess and what may need improvement or development? Measure that gap between what you have and what you will need to advance toward achieving your goal. This is the first step to take before developing your plan for closing that gap.

This checklist is to help get you started but I cannot complete this list for you. You will need to add to it and personalize it based upon your unique abilities, goals, and experience. Remember all of the other habits that you will be able to draw from to help this list evolve and to seek the support of others. And don't despair. No one is at 100% across every measure. We are all works in progress. Remember that the bigger your dream or goal, the greater the effort and dedication you will need to commit to achieve it.

EDUCATION/TRAINING

THINK: DO I HAVE THE NECESSARY EDUCATION AND TRAINING?

- Degrees required
- Professional certifications
- Specialized training
- Subjects/scores - Courses to take? Subjects to master?
- Exams to pass
- Specialized knowledge areas
- Technology skills
- Emerging fields or new areas of learning
- Books to read

CURRENT AWARENESS/EXPOSURE

THINK: AM I KEEPING CURRENT?

- Must-read publications
- Trends to watch
- Influential blogs, podcasts
- Industry resources
- Professional news
- Potential disruptors
- Thought leaders or experts to follow

EXPERIENCES/EXPOSURE

THINK: WHAT LEVEL OF EXPERIENCE OR EXPOSURE DO I CURRENTLY HAVE AND WHAT ADDITIONAL EXPERIENCES OR EXPOSURE WILL I NEED TO SUPPLEMENT MY CURRENT BACKGROUND?

- My Experience (depth and breadth; “seasoning”)
- Cultural exposure/experiences
- Diversity and multi-cultural awareness
- Managerial experience
- Financial and budget management or oversight experience
- Strategic planning experience
- Operational experience
- Leadership experience
- Relevant project experience
- Problem-solving experience
- Recruitment firms who help companies identify talent

EXTERNAL NETWORKS

THINK: HOW WELL DEVELOPED IS THE NETWORK OF PEOPLE OR ORGANIZATIONS THAT I CAN TAP FOR INFORMATION, ACCESS, OR SUPPORT TO ADVANCE TOWARD MY GOALS?

- Industry fora and events/conferences
- Time spent building & nurturing relationships
- Professional societies or organizations
- Alumni associations
- People I know in my goal profession/field or doing what I aspire to do
- Mentors to call upon
- Leading companies (any people with connections to them)

UNIQUE SKILLS/ABILITIES

THINK: BEYOND MASTERING THE BASIC REQUIREMENTS TO ACHIEVE MY GOAL, ARE THERE SPECIAL SKILLS OR ABILITIES I WILL NEED TO ACQUIRE OR DEMONSTRATE TO ACHIEVE MY GOAL?

- Soft skills: (e.g., emotional intelligence, interpersonal skills, etc.)
 - Networking & conversation skills
 - Interpersonal/Relationship management ability
 - Public speaking ability
 - Executive presence (i.e., appearance, carriage, projection, poise, dress. etc.)
 - Presentation skills
 - Oral communication ability
 - PR/Media interview ability or skill as a spokesperson
 - Written communication skill
 - Political savvy
 - Ability to give constructive feedback
 - Receiving and acting on constructive feedback
 - Conflict management/resolution skill
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- And what else should you be considering?
 - Are you using the habit, Take a Hand, to assist your further development of your personal inventory to Take Stock.

We would love your feedback to be able to continually refresh and strengthen this checklist for everyone seeking to make the Take Six Habits their own. Send Veta your ideas and suggestions!
