

Meerkat's Checklist of Personal Abilities – Which ones describe you?

- ✓ **Accurate:** Careful, precise, free from error.
- ✓ **Adaptable:** Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.
- ✓ **Alert:** Watchful, wide awake, ready to act.
- ✓ **Ambitious:** Full of ambition, strong desire "to do" something.
- ✓ **Amiable:** Feeling and inspiring friendliness; lovable.
- ✓ **Analytical:** Employing analytic methods; separating things into their parts or elements.
- ✓ **Articulate:** Able to express oneself clearly, do not mumble.
- ✓ **Assertive:** Insist on one's rights or opinions.
- ✓ **Attentive:** To notice, pay attention to, careful attention.
- ✓ **Broad-minded:** Being tolerant or liberal in thought or opinion.
- ✓ **Businesslike:** Practical, systematic.
- ✓ **Calm:** Stillness, serenity, peaceful, undisturbed.
- ✓ **Capable:** Having the skills/ability or fitness for.
- ✓ **Careful:** Watchful, cautious, concerned for.
- ✓ **Competent:** Adequately qualified, ability.
- ✓ **Confident:** Trusting, fully assured, belief, trust in yourself.
- ✓ **Conscientious:** Good moral understanding of right and wrong.
- ✓ **Consistent:** Constant to same principles, not changing.
- ✓ **Cooperative:** Work well with others.
- ✓ **Dedicated:** Devoted to aims or vocation.
- ✓ **Dependable:** May be relied on.
- ✓ **Determined:** To do, resolve, on a course of action.
- ✓ **Efficient:** Competent, capable, able to get results.
- ✓ **Energetic:** Active, full of life, vigorous, an energetic worker.
- ✓ **Enterprising:** Strong interest, great eagerness.
- ✓ **Flexible:** Manageable, adaptable, versatile.
- ✓ **Hardworking:** Done with energy, industrious.
- ✓ **Honest:** Not lying, cheating or stealing, sincere.
- ✓ **Independent:** Ability to work on your own without being constantly supervised.
- ✓ **Industrious:** Hardworking, diligent.
- ✓ **Innovative:** Make changes, introduction of something new.
- ✓ **Motivated:** The inner reason for any act; as, hunger might be the motive for working.
- ✓ **Optimistic:** View that good prevails over evil.
- ✓ **Organized:** Place things in working order.
- ✓ **Patient:** Calm.
- ✓ **People-oriented:** Enjoy working/being with people.
- ✓ **Persevering:** Steadfast pursuit to an aim, refusal to give up; continued effort.
- ✓ **Practical:** Inclined or suited to useful action, rather than speculation.
- ✓ **Productive:** Tending to produce.
- ✓ **Realistic:** Practical views/policy, truth/detail, presenting people/scenes as they are.
- ✓ **Reliable:** Dependable.
- ✓ **Resourceful:** Ability to supply what is needed, quick wit.
- ✓ **Responsible:** Capable of rational conduct, trustworthy.
- ✓ **Versatile:** Turning easily or readily from occupation/job to another, changeable.

