



PHASE 1 · DIAGNOSE

# The Real Skills *Inventory*

A focused 15–30 minute worksheet to uncover the marketable skills you already use at work, at home, and in your community.

START HERE

## Begin with what you already know how to do.

Complete this worksheet before comparing income paths or searching for another opportunity. Your goal is not to find a perfect business idea today. Your goal is to leave with a specific list of **three to five skills** you could imagine using for someone else, even in a small way.

YOU WILL NEED

- ☐ This worksheet
- ☐ A pen or pencil
- ☐ 15–30 quiet minutes

QUICK WIN

Set a timer for 15–30 minutes. Write quickly and do not dismiss a skill because it feels routine to you.

FOUR PLACES TO LOOK

01 • PAID WORK

Tasks from jobs, contracts, and professional roles.

02 • HOUSEHOLD

The invisible systems you run every week.

03 • COMMUNITY

Volunteer, church, school, and neighborhood work.

04 • HOBBIES

Interests and abilities people already ask about.

## 01 BUILD THE QUICK WIN BEFORE ANYTHING ELSE.

Work through the next three pages in order, then shortlist your strongest three to five skills.



INVENTORY SOURCE 1

# 01 Paid Work Skills

List everything you do in paid work—even the parts that feel routine. Think beyond job titles and name the actual tasks, decisions, and problems you handle.

## PROMPTS TO JOG YOUR MEMORY

Scheduling and coordination

Emails, reports, presentations

Spreadsheets or bookkeeping

Customer or client support

Training or onboarding

Marketing or social media

Budgets, invoices, expenses

Project organization

**WHAT I DO** Write freely. Include tasks that feel ordinary or easy to you.

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**WHAT RESULT DOES IT CREATE?** What becomes easier, clearer, faster, calmer, or more organized because you do this?

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INVENTORY SOURCE 2

## 02 Unpaid Household Skills

The work that keeps a household moving counts. Name the planning, organizing, teaching, negotiating, and problem-solving you handle without a formal title.

### PROMPTS TO JOG YOUR MEMORY

Family calendar and appointments

Moves, repairs, home projects

Organizing spaces and systems

Managing service providers

Meal planning and budgeting

Helping with schoolwork

Negotiating with schools

Solving last-minute problems

**WHAT I DO** Write freely. Include tasks that feel ordinary or easy to you.

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**WHO BENEFITS WHEN I DO THIS WELL?** What becomes easier, clearer, faster, calmer, or more organized because you do this?

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INVENTORY SOURCE 3

## 03 Volunteer, Community & Hobby Skills

Include volunteer roles, community responsibilities, creative interests, languages, and any ability people already come to you for help or advice on.

### PROMPTS TO JOG YOUR MEMORY

Events or fundraisers

Writing or photography

Teaching or tutoring

Community communication

Groups, committees, pages

Baking, styling, crafting

Speaking another language

A skill people ask me about

**WHAT I DO** Write freely. Include tasks that feel ordinary or easy to you.

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**WHAT EVIDENCE TELLS ME I AM GOOD AT IT?** What becomes easier, clearer, faster, calmer, or more organized because you do this?

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STEP 4 + STEP 5

## Choose your top 3–5 skills.

Review everything you wrote. Choose skills that meet **both** conditions below. Good is enough; perfection is not required.

☐ I am genuinely good at this.

☐ I could do this for someone else.

1

SKILL

CONFIDENCE

☐ Building ☐ Steady ☐ Strong

MY EVIDENCE

WHO MIGHT THIS HELP?

2

SKILL

CONFIDENCE

☐ Building ☐ Steady ☐ Strong

MY EVIDENCE

WHO MIGHT THIS HELP?

3

SKILL

CONFIDENCE

☐ Building ☐ Steady ☐ Strong

MY EVIDENCE

WHO MIGHT THIS HELP?

4

SKILL

CONFIDENCE

☐ Building ☐ Steady ☐ Strong

MY EVIDENCE

WHO MIGHT THIS HELP?

5

SKILL

CONFIDENCE

☐ Building ☐ Steady ☐ Strong

MY EVIDENCE

WHO MIGHT THIS HELP?

### MY NEXT-STEP STATEMENT

These are my starting point for choosing one legitimate home-income path.

*This educational worksheet supports planning and decision-making. It does not guarantee income, clients, sales, or a particular result. Outcomes depend on your circumstances, market, experience, and actions.*