

Things I Have Done Worksheet

Directions:

1. Read over the list of items in the columns below. Put a check mark beside each thing you have done.
2. Count up all the check marks in each column. Write the total at the bottom of each column.
3. Now, go back and circle the items in each column that you like the most.

Working With People	Working With Data	Working With Things
<input type="checkbox"/> Take care of a sick relative	<input type="checkbox"/> Write checks and balance a checkbook	<input type="checkbox"/> Take care of plants, or a garden or farm
<input type="checkbox"/> Give medicine to a child	<input type="checkbox"/> Do a budget for my family	<input type="checkbox"/> Cook meals
<input type="checkbox"/> Care for child who is disabled	<input type="checkbox"/> Keep financial records for a club or group	<input type="checkbox"/> Do housecleaning at home
<input type="checkbox"/> Help at a school event	<input type="checkbox"/> Handle the finances for a small business	<input type="checkbox"/> Arrange flowers
<input type="checkbox"/> Make phone calls	<input type="checkbox"/> Read a map	<input type="checkbox"/> Care for animals
<input type="checkbox"/> Visit friends or family in nursing homes	<input type="checkbox"/> Follow directions	<input type="checkbox"/> Type, file, or do office work for an organization
<input type="checkbox"/> Visit new places	<input type="checkbox"/> Read a flyer or poster	<input type="checkbox"/> Use a computer
<input type="checkbox"/> Take care of my children or other people's children	<input type="checkbox"/> Apply for a loan or credit	<input type="checkbox"/> Take photographs
<input type="checkbox"/> Teach or coach a sport	<input type="checkbox"/> Fill out forms and applications	<input type="checkbox"/> Operate stereo equipment
<input type="checkbox"/> Organize parties for family or friends	<input type="checkbox"/> Make travel arrangements	<input type="checkbox"/> Build furniture
<input type="checkbox"/> Teach at my place of worship	<input type="checkbox"/> File papers	<input type="checkbox"/> Repair equipment or appliances
<input type="checkbox"/> Help children with their homework	<input type="checkbox"/> Enter data on a computer	<input type="checkbox"/> Operate equipment such as a lawnmower, saw, or forklift
<input type="checkbox"/> Participate in events in my community	<input type="checkbox"/> Select and price items to be purchased by a group	<input type="checkbox"/> Use tools
<input type="checkbox"/> Volunteer at a library	<input type="checkbox"/> Maintain sales records for an organization's store or sale	<input type="checkbox"/> Drive a bus, van, or taxi
<input type="checkbox"/> Work with other parents in the schools	<input type="checkbox"/> Choose colors for crafts or decorating projects.	<input type="checkbox"/> Prepare meals for large groups
<input type="checkbox"/> Go on field trips for teens and help out	<input type="checkbox"/> Other _____	<input type="checkbox"/> Build things
<input type="checkbox"/> Play music or dance for others		<input type="checkbox"/> Cut down trees
<input type="checkbox"/> Other _____		<input type="checkbox"/> Give haircuts or do hair styling
		<input type="checkbox"/> Take care of cars
		<input type="checkbox"/> Other _____
___ Total # of check marks	___ Total # of check marks	___ Total # of check marks

Here are some questions to think about:

Which column has the most check marks? _____

Which column has the most circled items? _____

Note whether the column with the most circled items differs from the column with the most check marks. If the things you like to do are different from the things you have done, you may want to think about how to gain the skills or education to do more of the things that you like to do.

Next step to complete *My Career and Education Planning Worksheet*:

- In the section marked "Self-Exploration," put a check mark beside the area in which you have the most experience based on your answer above.