

### Love of Learning

To take a series of Apple computer classes over the next six months.  
Determine 10 things I want to learn in the next year and methodically set out to learn them.

### Flexibility

To change my vacation plans to match my friend's choice this year.  
Have a back-up plan for all that I do so I don't feel so bothered when things don't go as planned.

### International perspective

To learn to speak conversational French by next summer.  
To make new friends from different cultures and then learn more about their cultures within the year.

## Managing Change My Technology Skills Survey

The technology skills I've mastered:

Keyboarding (at least 50 words per minute)	Web Navigation
E-Mail Management	Word Processing
Spreadsheets	Electronic Presentation

The technology skills I have some experience with:

Database	Digital Camera
Windows Explorer	Downloading Software
Installing Software	Computer Storage Devices
Scanner Knowledge	Handheld Computing Devices

The technology skills I want to learn:

Graphics Design	Videoconferencing
-----------------	-------------------

## My Career Backup Plan

Chosen Career	Backup #1	Backup #2	Backup #3
Educational Publisher	College Professor	Movie Producer for documentaries	

## My Skills Inventory: Transferable Skills Chart

Skills I have	How I use them	Chosen Career	Backup #1	Backup #2
		Educational Publisher	College Professor	Movie Producer for documentaries
Active listening	When speaking with anyone	X	X	X
Cleaning				
Complex problem solving	Usually when confronted with a problem	X		X
Computer storage devices				X
Content editing	Creating marketing documents	X	X	X
Cooking				
Coordination		X		X
Creating systems for work plans	To keep operations running smoothly	X		X
Critical thinking		X	X	X
Database	Managing sales contacts	X		
Diet Planning	To help my friends lose weight			
Digital camera	Taking and uploading photos for use in new books	X	X	X
Downloading software	Updating tools for my computer to make my job easier	X	X	X
E-mail management	Communicating with my staff and customers	X		X
Editing		X		
Electronic presentation	Presenting new ideas to customers and staff	X	X	X
File management	Keeping track of day-to-day operation of the company	X	X	X
Food service			X	
Graphic design	Create designs for new books and understanding staff ideas for new designs	X	X	X
Handheld computing devices	To be able to communicate with staff and customers if I have to be away from my office	X	X	X