



Now and Tomorrow
Excellence in Everything We Do

Skills and Employment
Office of Literacy and Essential Skills

Thinking Self-Assessment

Thinking is the ability to find information, identify and evaluate solutions to a problem, make decisions, and plan and organize daily tasks. Strong thinking skills are essential to improving success in the workplace (e.g. knowing how to deal with a difficult customer or managing your workload effectively). Complete this self-assessment to help you better understand your **thinking** skills strengths and areas you may want to improve. This information can help you make more informed training decisions.

Instructions:

1. This self-assessment focuses on problem solving, decision making, and job-task planning and organizing. It contains a series of statements that show how thinking skills are used to carry out tasks in the workplace. The statements are organized in order of difficulty starting with simple tasks, and progressing to more difficult ones.
2. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. **Tip:** Consider both *your work and life experiences as you read each statement*.
3. Review your responses for each task. Add the number of checkmarks in the “Yes”, “Somewhat”, and “No” columns and record it in the **Total** box.
4. If you have five or more in the “Somewhat” and/or “No” columns, you may want to consider upgrading your thinking skills.
5. Complete **Section 2** to identify your training needs.

Section 2: Personal Development

Completing this section will help you identify your thinking skills strengths and areas that you may want to improve. You can use this information to help develop your training plans.

THINKING STRENGTHS:

Look at the “Yes” column in **Section 1** for each thinking skill to identify your strengths, and record them below.

I am confident that I can...

E.g. apply past experiences to new problems or decisions.

1.

2.

3.

Tip: Consider using your strengths to help a co-worker, friend or family member improve their **thinking** skills.

AREAS FOR IMPROVEMENT:

Look at the “Somewhat” and/or “No” columns in **Section 1** for each thinking skill to identify the areas that you need to develop or strengthen, and record them below.

I would like to improve my ability to...

E.g. make sure that minor interruptions do not interfere with my work plans.

1.

2.

3.

Tip: When developing your training plan, focus on improving one or two thinking skills tasks at a time.

Literacy and Essential Skills— for LEARNING, WORK and LIFE

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