

Skills Inventory

◀ Owing a Bookstore ▶

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This Skills Inventory is intended to help you assess and clarify areas of strengths and weaknesses when it comes to owning a bookstore. Remember, there are no right or wrong, good or bad answers, so be as honest with yourself as you can. For each statement, circle the number that best reflects your answer.

	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
	1	2	3	4
MANAGEMENT				
I enjoy dreaming up business ideas.	1	2	3	4
I'm a "big picture" person.	1	2	3	4
I feel comfortable articulating my ideas.	1	2	3	4
I like to assess why people buy things.	1	2	3	4
I enjoy reading about trends.	1	2	3	4
I often identify a trend before it happens.	1	2	3	4
I consider myself an entrepreneurial thinker.	1	2	3	4
I'm well-versed in my community's demographics.	1	2	3	4
I enjoy talking with other business people.	1	2	3	4
I have written a business plan.	1	2	3	4
I'm good at planning.	1	2	3	4
I have experience in leadership roles.	1	2	3	4
DETAIL				
I consider myself a "numbers person."	1	2	3	4
I have used accounting software.	1	2	3	4
I enjoy working with spreadsheets.	1	2	3	4
I have developed budgets.	1	2	3	4
I have kept within my budget.	1	2	3	4
I know how to balance a checkbook.	1	2	3	4
I can interpret a Profit & Loss statement.	1	2	3	4
I enjoy analyzing numbers.	1	2	3	4
I'm a good money manager.	1	2	3	4
I can troubleshoot problems with my computer.	1	2	3	4
I have patience when it comes to problem-solving.	1	2	3	4
I like to do research.	1	2	3	4

	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
	1	2	3	4

PEOPLE

I'm energized by being around people.	1	2	3	4
I am usually the first to smile at someone else.	1	2	3	4
I am a good teacher.	1	2	3	4
I know what to look for when hiring employees.	1	2	3	4
I have supervised other employees.	1	2	3	4
I've been told that I'm a good boss.	1	2	3	4
I have patience with others, especially children.	1	2	3	4
I consider myself a compassionate person.	1	2	3	4
Being behind a computer all day is not appealing.	1	2	3	4
I know a lot of people in my community.	1	2	3	4
I enjoy helping people solve problems or dilemmas.	1	2	3	4
I would rather be on a team than work individually.	1	2	3	4

OPERATIONS

I am good at multi-tasking.	1	2	3	4
I'm always on time.	1	2	3	4
I write things down on a calendar or to-do list.	1	2	3	4
I consider myself an organized person.	1	2	3	4
I will take on jobs that no one else wants to do.	1	2	3	4
I'm always the one to refill the toilet paper holder.	1	2	3	4
I usually notice when supplies are low.	1	2	3	4
I dislike dirty public restrooms.	1	2	3	4
I need to work from a list.	1	2	3	4
I don't wait until asked to fix something.	1	2	3	4
I find myself picking up after others.	1	2	3	4
I set deadlines for completing tasks.	1	2	3	4

SCORING

Add the total for all your answers within each category and enter the numbers below:

MANAGEMENT: ___ **DETAIL:** ___ **PEOPLE:** ___ **OPERATIONS:** ___

If your score is 25 points or less for any category, you might consider additional training to enhance your skills, or partnering with someone whose skills complement your own. Also, pay special attention to any item scoring a "1" — how will you be sure to incorporate that skill into your business model?