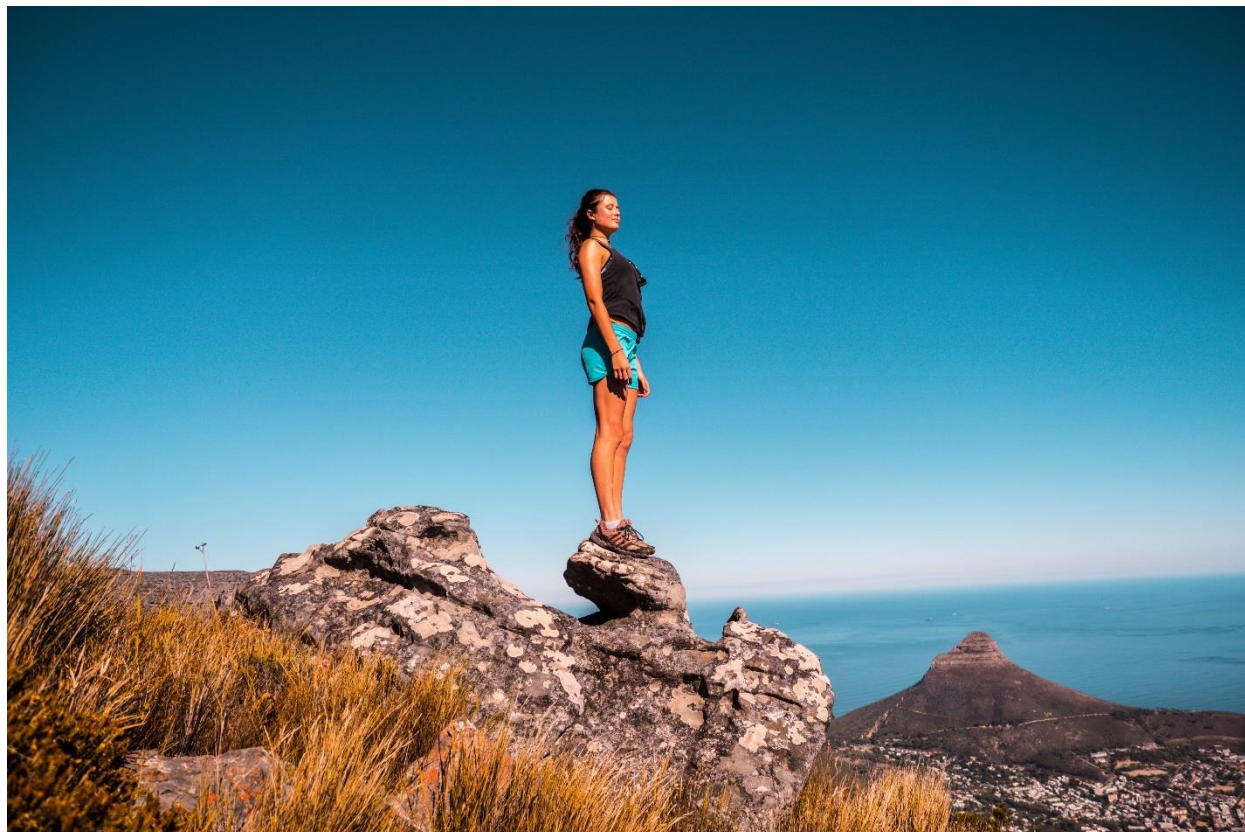


POWER UP

YOUR RETIREMENT



“Nothing can dim the light which shines from within.” Maya Angelou

In this module, you are going to look at specific dimensions that makes you - YOU by identifying your unique character strengths, skills and talents.

When you know what your strengths are and the qualities that come most naturally to you, you are in an excellent position to leverage them to thrive and shine.

Your Character Strengths – The VIA Survey

Character strengths are the positive parts of your personality that impact how you think, feel and behave and are the keys to you being your best self.

When applied effectively, they are beneficial both to you and society as a whole. They are different from your other strengths, such as your unique skills, talents, interest and resources, because character strengths reflect the “real” you – who you are at your core.

The VIA Institute has designed a Character Strengths Profile, called the VIA Survey. The survey is designed to help you easily discover the strengths you already have and gain deeper insight into what makes you who you are.

The profile has 120 questions and should takeout between 10 – 15 minutes to complete. It is completely free.

The free profile comes with an accompanying report and is designed to help respondents to live and breathe their innate personality traits to help them lead a happier, more engaged and satisfying life.

If you wish you can purchase an expanded Via ME! or the VIA Pro Report. Please check the website for prices at www.viame.org

Instructions

- Complete the free VIA Survey at <http://www.viame.org/survey/Account/Register>
- Print off a copy of your profile for review
- Read the report
- Answer the questions within the profile report for each theme
- Once this work has been completed, please answer the Character Strengths Follow-Up questions.

Your Character Strengths Follow-Up Questions

Based on the results of your VIA Character Strengths Profile (VIA Institute on Character) please answer the following questions:

What are your top five signature strengths?

How do these support you in your life?

How will you leverage your strengths to create success in your life – both now and in your retired life?

How can your strengths support you to be your best self?

From your Action-Planning Guide section of the report, what is your #1 action step you will take for each theme in the next 30 days?

My Skills

The next two dimensions that make you, 'YOU' are your unique sets of skills and talents.

During your career, there were some skills that came naturally to you and other skills you had to learn.

With an inventory of your skills and talents, you will quickly realize your strengths – the knowledge, abilities and experiences you have – which you can leverage in other areas of interest.

Instructions

- Please answer the following questions to help you build your list of soft and hard skills.
- *Memory refresher – hard skills are acquired through formal education; training programs and on-the-job training. Soft skills are attributes and personality traits that affect your interpersonal interactions or your people skills.*
- If you need a reference of various skills, please visit <https://www.thebalancecareers.com/list-of-soft-skills-2063770> and <https://www.thebalancecareers.com/what-are-hard-skills-2060829>

1. List all skills that come to mind:

Hard Skills

Soft Skills

2. What comes naturally to you? What is easy for you but not for others? *(Add any new skills to your original list.)*

3. What do you love to do? *(Add any new skills to your original list.)*

4. If you're not sure you've got them all, ask a few people who know you well what they think your skills are. *(Add any new skills to your original list.)*

5. Imagine you were given a project (personal or work) and you are the big cheese. What part of the project would you want to work on? What part of the project would you feel the most comfortable doing? What role would you naturally assume? *(Add any new skills to your original list.)*

My Talents

A talent is your natural ability for doing something.

Instructions

- Please complete the following questions to help you build your list of talents

List all your talents:

What do you love to do?

Why do you love doing these things?

What comes easy to you?

What are you doing when you are at your best?

What did you love to do as a child?

What are you the most proud of doing in the past?

You completely lose track of time or are in the “zone” when you are doing the following:

You are best known for:

You excel at:

People say you are good at:

Your hobbies are:

You have won awards for:

People ask for your help with:

OPTIONAL

The Reflected Best Self Exercise™ (RBSE) is a personal development tool that helps you see who you are at your best, engaging you to live and work from this powerful place daily.

The RBSE isn't limited to self-assessment as it invites people from your life and work to share stories of moments they feel they've seen you at your best.

The RBSE enables you to gain insight into how your unique talents have positively impacted others and gives you the opportunity to further leverage your strengths at work and in life.

There is a cost for this, however, but if you're interested in finding out more please go to www.reflectedbestselfexercise.com

After you have completed these exercises, please fill out the 'My Insights' form to capture your insights and add any actions you are going to take in your Plan.