**Know Yourself!**

* Step One
  + Brainstorm and make a list of all your strengths
* Step Two
  + Make a list of what skills you have acquired
* Step Three
  + Pick your top three to four strengths and skills and list examples of each
* Step Four
  + What have you been commended for in previous jobs and what positive statements have your boss, co-workers, and customers said about you?