

Building Block Skills Checklist

Add your own custom checklist categories to track what you need »

Personal Mindset

- » Needs minimal supervision to complete tasks.
- » Attempts to complete tasks independently before asking for help.
- » Follows rules/directions as required by the task/situation.
- » Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.
- » Avoids actions that have produced undesirable consequences or results in the past.
- » Strives to overcome barriers/set-backs, seeking assistance when needed.
- » Adapts approach in response to new conditions or others' actions.

Planning for Success

- » Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.
- » Breaks goals into actionable steps.
- » Accurately estimates level of effort and establishes realistic timelines.
- » Manages time to complete tasks on schedule.
- » Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals.
- » Monitors progress and own performance, adjusting approach as necessary.
- » Demonstrates a belief that one's own actions are associated with goal attainment.

Social Awareness

- » Recognizes the consequences of one's actions.
- » Balances own needs with the needs of others.
- » Takes into consideration others' situations/feelings.
- » Develops and implements strategies for navigating in different contexts (i.e., manages different patterns of behavior, rules, and norms).

Verbal Communication

- » Organizes information that serves the purpose of the message, context, and audience.
- » Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience.
- » Signals listening according to the rules/norms of the context and audience.
- » Seeks input to gauge others' understanding of the message.
- » Asks questions to deepen and/or clarify one's understanding when listening to others.

Collaboration

- » Completes tasks as they have been assigned or agreed upon by the group.
- » Helps team members complete tasks, as needed.
- » Encourages the ideas, opinions, and contributions of others, leveraging individual strengths.
- » Provides feedback in a manner that is sensitive to others' situation/feelings.
- » Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.
- » Seeks to obtain resolution of disagreements/conflicts to achieve a common goal.

Problem Solving

- » Defines problems by considering all potential parts and related causes.
- » Gathers and organizes relevant information about a problem from multiple sources.
- » Generates potential solutions to a problem, seeking and leveraging diverse perspectives.
- » Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.
- » Evaluates the advantages and disadvantages associated with each potential solution identified for a problem.
- » Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.