

DON'T BE JEALOUS STUDIO
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TWENTY-SEVEN PODCAST | EP. 17

How To Talk About Yourself

WORKSHEET

Whether you're trying to land a new project as a freelancer or land a new full-time job, one of the most difficult, most important things is talking about yourself.



The things you prioritize sharing about yourself will give the person you're talking to an idea on who you are. Other details like your skills and the fit you'll have in the team will come about naturally in conversation from this core. So as cliché as it may sound, being yourself is key. Or at least the best version of yourself.

This worksheet is intended to help you reflect on the things that others may find valuable, and that you find valuable in yourself. It's okay to spend a lot of time babysitting this worksheet. It could take days to really find the words that feel right, but it will help in the long run to reflect deeply.

With all this information in mind, you can make sure the best parts of you truly shine during that interview, project proposal, industry mixer or next date even! Who knows!

Technical Skills

Technical skills would refer to any knowledge or ability you have that is specific to your field of work. While it can be easy to think of this as your knowledge of programs like Adobe Creative Cloud, Microsoft Office or programming languages, this can also include things like photo editing, social media scheduling, project management, copy writing or even math.

Don't feel discouraged if you're early in your career or don't have too many things that you would consider yourself an "expert" in, just be aware of your blind spots and cover for them as much as you can.

The Skills™

Let's start by narrowing down what your skills are, and what comfort level you can perform them at.

01. Do you have any strong, specialized knowledge?

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02. What can you do better than the average person?

--

03. What skills would you say you could perform (but not amazingly)?

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SUGGESTIONS WORD BLANK

Illustrator	copy writing
Photoshop	script writing
InDesign	Word
After Effects	Excel
Premiere	Google Forms
HTML/CSS	Canva
WordPress	Trello
JavaScript	research
Instagram	data entry
Twitter	photography
TikTok	videography
Hootsuite	editing

FOOD FOR THOUGHT: Creating this hierarchy can inspire a little confidence that there are things you excel in, and also help you figure out what you should try to point the conversation towards. But how do we continue the conversation past saying “I can do this”?

Doing the Dang Thing.

Think of some stories where these skills have come into play. What happened? Where did you find resistance? How did you push through?

For example, a team member or colleague needed help with something so you picked the skill, or you needed to lead a workshop.

Story 1: _____

Story 2: _____

Story 3: _____

EXAMPLE STORY

As a college student, I was very involved with a student organization and wanted to find ways to help promote our events to other students so I picked up Photoshop to design flyers. There was one moment where I had designed a small flyer that everybody loved and wanted to turn into a poster, but when I tried making it bigger, it was pixelated because I designed it in Photoshop at a smaller resolution. After asking around, one of my friends recommended using Illustrator for vector designs so I spent a couple hours watching some YouTube videos and made a slightly simpler version of the design to use as a poster. The hardest part was getting used to how to make the pen tool work the way I wanted, but now I'm a pro and I've been even making some very detailed designs in Illustrator.

Soft Skills

Soft skills are the slowly developed knowledge and wisdom that you have from working with others. This can include follow-through with communication, comfort with confrontation, asking good questions, ability to work under pressure, proactiveness, and much much much more.

The secret stew of your soft skills with your teams' can be the thing that makes or breaks a working situation, so don't ever downplay the importance of these traits. Especially if you are early in your career, it can be helpful to lean on your soft skills because they show your propensity to grow with the people you're working with and your ability to fit in.

The Core

Complete this sentence:

At the end of the day, at least I am/have:

FOR EXAMPLE, at least I'm... considerate, or proactive, or a hard worker, or at least I have integrity. Pick a word that really really resonates. There is a difference between "diligent", "dedicated" and "conscientious".

**Or what is your everyday superpower?
Or your dream job title?**

HINT:

Remembering all my friends' Starbucks orders, scheduling the hangouts, bringer of plates and cups, etc.

Having this trait in mind can help you understand what you value in yourself and what you can bring into a working environment.

Remember, bringing positive morale and contributing to a more inviting office environment can be just as important as responding to emails quickly. Be sure to highlight your ability to do it.

Soft Skills

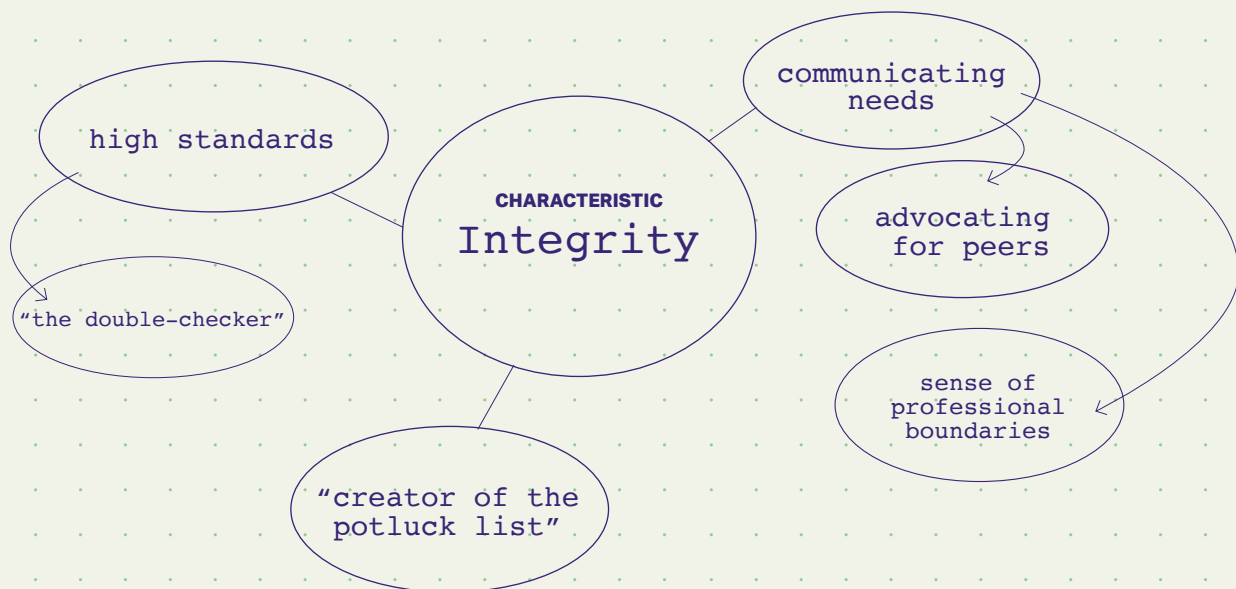
Continued

Based on your answers before, use this space to make a list of other things that you are good at that do not strictly qualify as “technical skills”. A heads up, you do not need to fill out all of the boxes.

A.		E.	
B.		F.	
C.		G.	
D.		H.	

Let's Map this Out

Now start by writing your soft skills and draw a couple lines radiating out. What are concrete, actionable things you can bring to the project, team, or company that stem from each core characteristic?



LET'S MAP THIS OUT: YOUR TURN!

PROMPT: What are concrete, actionable things you can bring to the project, team, or company that stem from each core characteristic?



Soft Skills

Continued

Think of some stories where you've done these things for a company, organization, friend group, etc. that you were a part of.

Stories in a professional setting are ideal, but anything that illustrates your strengths is helpful to have in your back pocket.

Story 1: _____

Story 2: _____

FOR QUESTIONS ABOUT BEING A TEAM PLAYER, HONESTY, TRANSPARENCY

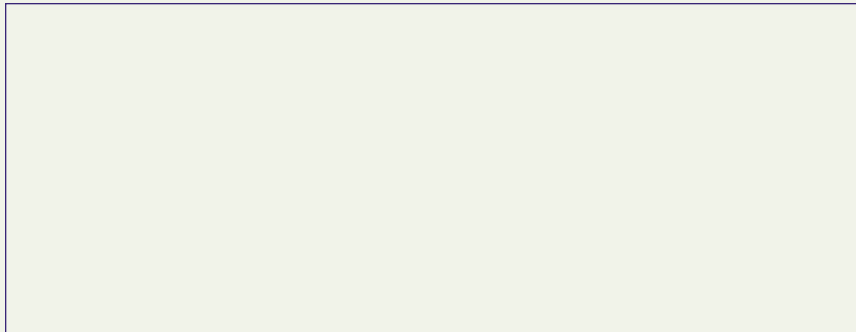
When I was involved with a student organization in college, one of my friends and I were very active in organizing events for other members. They are more introverted than me, but did a lot more of the planning and logistics behind a lot of the programs. As the end of the year approached, I was being nominated for a logistics leadership role, but not my partner. This didn't feel right to me because I knew how hard they worked and how good they were at planning and strategizing. I talked to them about the situation and after hearing they were interested in that position, I advocated for them to be considered for that role and I pursued another one I felt fit me better.

THE BIGGER PICTURE

How would you fit into the workflow of the project, team, or company that you're speaking to?

Now Let's Bring It Together

Can you find a common thread between this list of additional things? Is it the same thing you listed at the start?

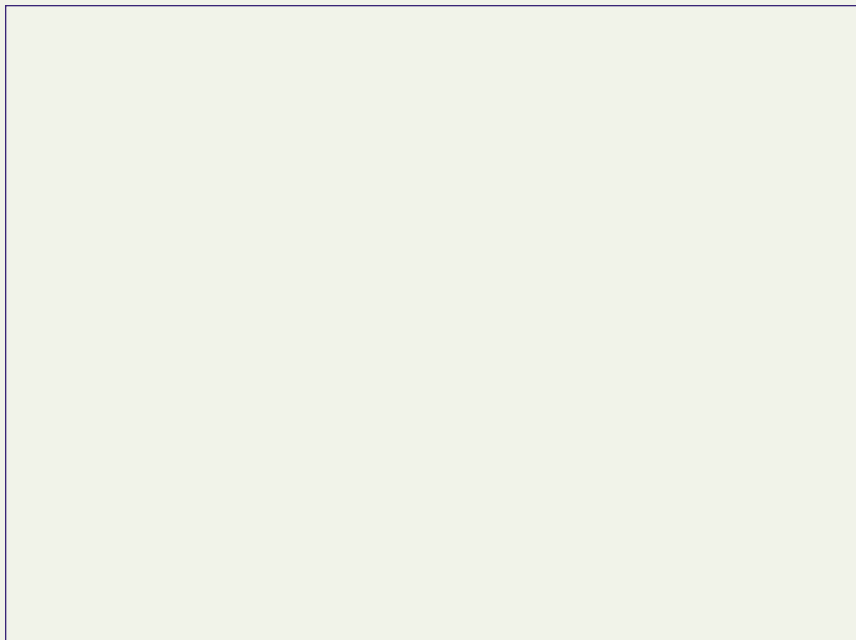


EXAMPLE

"I am a person who invests in the teams and projects I am a part of, including being proactive about learning new skills and taking on responsibilities, and I expect for team members to be equally invested in me."

What are ways that your core trait has followed you from childhood to your professional life?

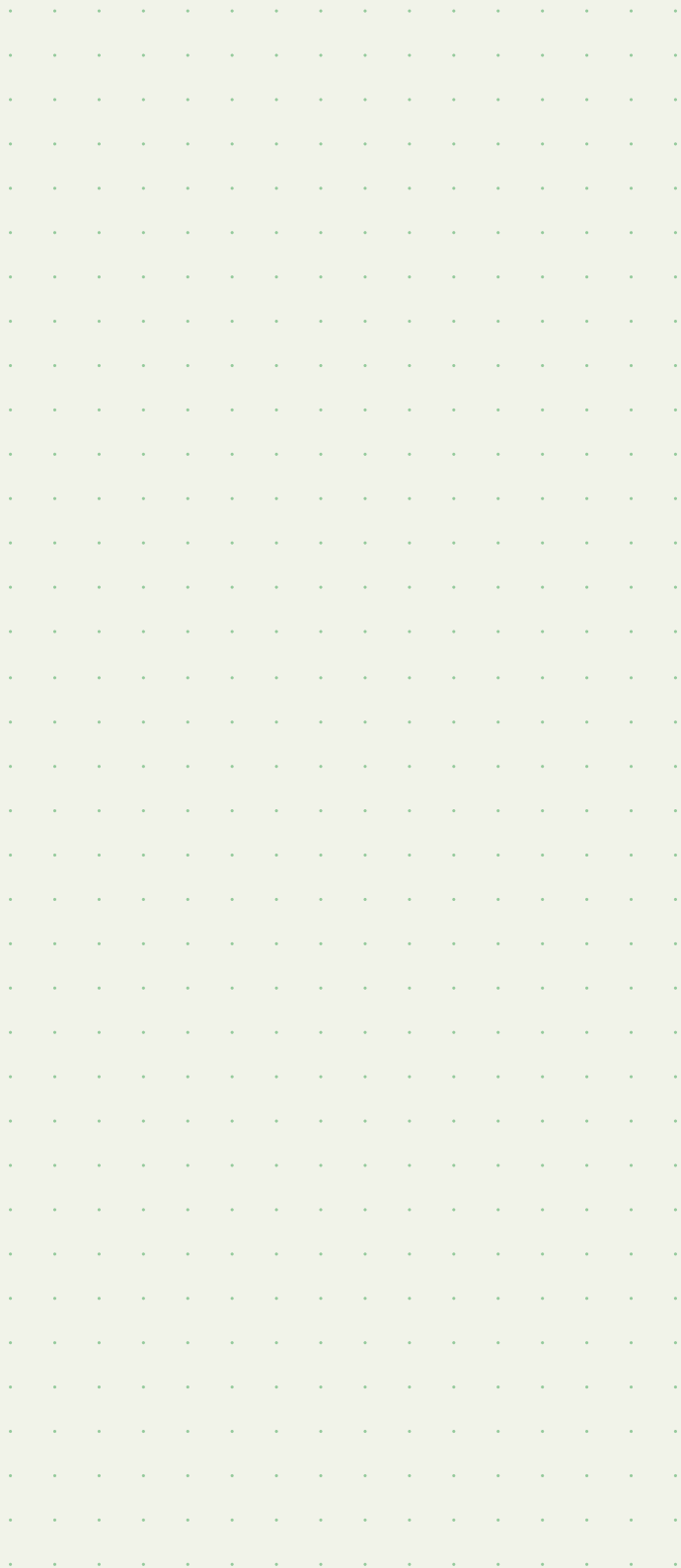
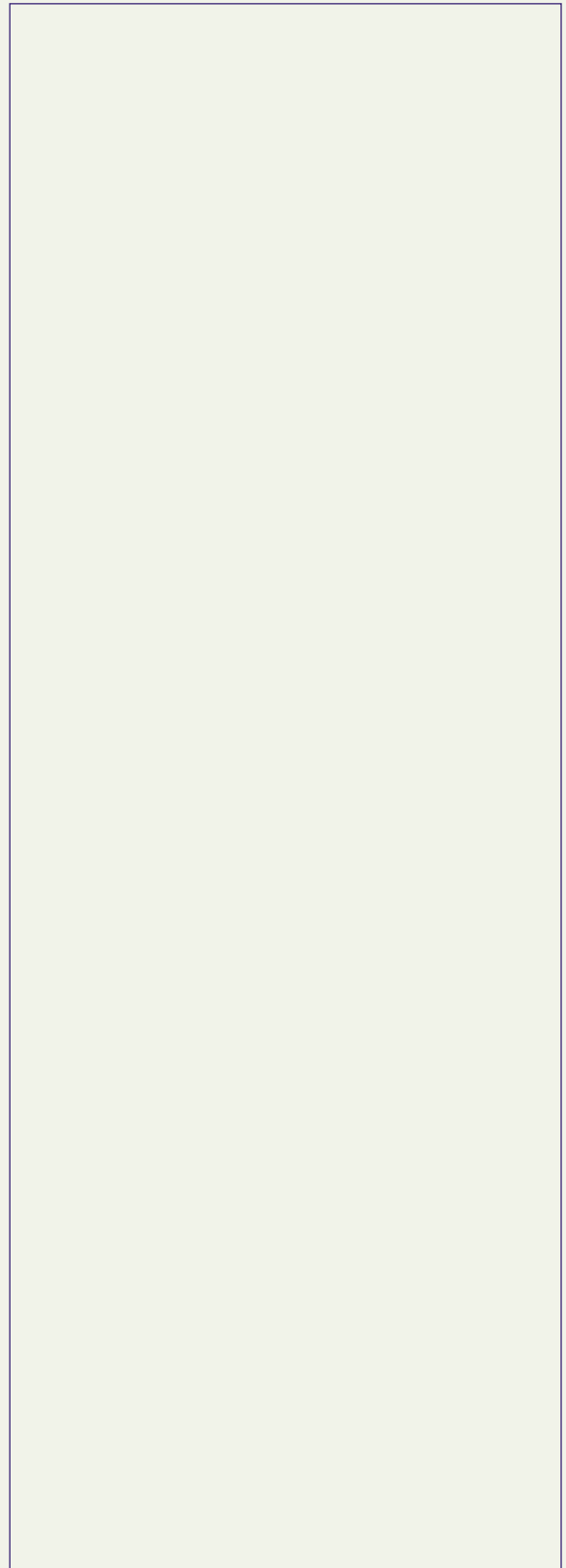
For example, is there a quirk you had as a kid that can be explained by your secret superpower? A moment where you did something unexpected for somebody else, but totally in character for you?



Tip!

Try to conceptualize all of this information in the context of a story. Stories are memorable, engaging and a lot of fun, so it can help bring levity and concreteness to a conversation. In the same way that it's interesting to meet a person who has been coding their entire life, there can be a way to give your soft skill that kind of long, winding narrative.

RUNNING THOUGHTS: Is there a story where you can link both your technical skills to your soft skills?

A large grid of green dots arranged in 20 rows and 20 columns, providing a space for writing.A large, empty rectangular box with a thin black border, intended for a story or response.

Closing Thoughts

To talk about yourself, you have to know yourself, and that only comes with a lot of self-reflection. Sometimes, the hardest part can be being your own hype man, and being as honest with yourself about the things you have going for you as you are about the things you need to improve.

Be the best you that you
can be, and there will be
somebody who recognizes
the value in that.

Good on you for taking the time to reflect
on all this!

Have any questions? Don't be afraid to
reach out.

Email hey@studiodbj.com with questions.

