

Instructions for Talent Sort Cards:

1. First, open the deck of cards, sort out the Black Backed cards and shuffle the remaining cards. Once fully shuffled, set them down with the white side with the drawings facing "UP".
2. Place the Individual Talent Sort grid flat in front of you. Now, picking up one card at a time, read the word (task ie. Marketing) and USING YOUR OWN definition for that word, ask yourself two questions; Am I good at this? (Yes or No) and Do I like it? (Yes or No)
3. If you LIKE the activity/task AND you are GOOD at it, lay that card down in the top left box: High Interest/High Skill. (NOTE: you MUST end up with at least 10 cards in this box! More is fine.) If you are ok, or pretty good at it, but LIKE IT, put it on the top right box: High Interest/Low Skill.
4. If you DON'T like it and are GOOD at it, place it in the lower left box: Low Interest/High Skill. If you don't like it and are not good at it, place it in the lower right box: Low Interest/Low Skill.
5. Now, start with the lower right box. Sort through those cards, separating them into two piles: Things I do at my job, things I DON'T do at my job. Then, write down the tasks that you DO in that box on the paper. Do the same thing with the lower left box, writing down those tasks that you are currently doing at your job.
6. After you write down the tasks that you are doing that you don't like/aren't interested in, ESTIMATE/GUESTIMATE the % of time you spend on ALL of those tasks in TOTAL from both boxes (10%, 45%, 60%...etc), then proceed to the boxes ABOVE the midline: High Interest Boxes.
7. Starting with the upper right side box, High Interest/Low Skill, chose two cards that you'd like to magically be excellent at in the next hour (!) and write those two words down. Keep those two cards aside for reference later.
8. Finally, sort the last stack of cards in the top left box so that in the end, you have 10 cards that you are the BEST at and the MOST INTERESTED in. When you have the final 10 cards, turn them over and separate those 10 into the four Interest categories: PEOPLE, IDEAS, DATA, THINGS.
9. Write down those four categories, followed by the percentage of cards represented in each category. (EX: People, 30 %, Ideas, 50%, Data 20%, Things 0%). Next to those words, write down the tasks (EX: People, 30% Leading, Collaborate, Teach)
10. Now, you can look at the cards again in the upper right box: High Interest/Low Skill. What category are they? What area are you hoping to develop skill in, People, Ideas, Data or Things?
11. In the end, you will have the four categories, percentages and the list of words captured. This is the most important box for you as it will give you your top interests and tasks that you will sell in your resume, cover letters, networking meetings, etc.
12. You can look now at the Black Backed cards and see what job choices are listed for people in those interest category. This is a short list! So, go to Indeed, or the other resources I've given you to explore other job choices that fit that general category of People, Ideas, Data or Things OR the combination cards (IDEAS/PEOPLE, etc).