

A WORKING INVENTORY, NOT A PERSONALITY QUIZ

The Portable Career Skills Inventory

You will finish with 10 moments from work you have already done, 3 skills written in language a stranger understands, a portability score on the 1 you want to test first, and a 7 day plan with the message you send.

10 MOMENTS 3 SKILLS 1 SCORE

FILLABLE PDF • 2 SITTINGS OF ABOUT 40 MINUTES • NO PERFECT ANSWERS REQUIRED

Read this page first. It saves you an hour.

01

Do it in 2 sittings

Steps 1 and 2 in the first sitting. Steps 3 and 4 in the second. Trying to do all of it at once is where people quit.

02

Write badly on purpose

The first pass is raw material. Nobody reads it but you. Cleaning up too early is what makes people freeze on a blank page.

03

Follow Maya

1 example runs through 6 pages of this workbook, from her first vague sentence to her finished skill line. When you are stuck, look at what she did.

04

Type or print

Every line and box in this file is fillable. If you think better by hand, print it. Bring your calendar either way.

This workbook is about naming and translating your skills. It does not cover visas, work authorization, or tax setup. Those are real questions and they come after this one.

4 things, and where **you will use each one.**

EVIDENCE BANK	10 short moments when someone needed something and could not get it until you did something.	Raw material only. You use it on the pattern page and nowhere else. Nobody else reads it.
3 PROOF CARDS	A skill named in plain language, the proof that backs it, and who else has that problem.	These become your resume bullets, your LinkedIn About section, and your answer to what do you do.
PORTABILITY SCORE	A 10 point read on how much of a skill's value travels with you and how much stays behind at your employer.	You use it to choose which 1 skill to test first, and to see what needs translating before you can.
7 DAY MARKET TEST	1 week of small actions that ends with 3 reactions from real people.	You use it to decide whether to keep going with that skill, rewrite it, or try a different one.

Start with something that happened.

Strategic, organized, and good with people are descriptions. They may be true, and they do not give another person enough information to understand your value. Look for a situation, the action you took, and what changed afterward.

TYPE	EXAMPLE
TASK	Coordinated a product launch.
TRAIT	Strong cross-functional leader.
EVIDENCE	Brought 3 teams working from different deadlines into 1 launch plan and kept the committed date.

You do not need a number. You need a difference.

Money and percentages help when they are real. Do not estimate one you cannot support. Any of these also count as evidence.

- 01 The number of people, teams, markets, or systems involved
- 02 A deadline that was shortened or protected
- 03 A decision that became possible
- 04 An error or a risk that was prevented
- 05 A process other people kept using after you left it behind

- 06 A leader trusting you with more than before
- 07 A customer renewing, returning, or escalating less often
- 08 Work becoming easier to repeat or hand off
- 09 A problem that stopped coming back
- 10 Direct feedback from the person who was affected

A result does not have to be a percentage. It does need to show what was different after you acted.

Do not ask yourself what you are good at.

That question invites opinions and you will argue with yourself. Go looking for moments instead. Here is exactly where they are.

CALENDAR

Open the last 30 days. Which meetings existed because something needed to move? If the last 30 days were not typical, because of leave, a layoff, or a slow quarter, go back 3 to 6 months.

MESSAGES

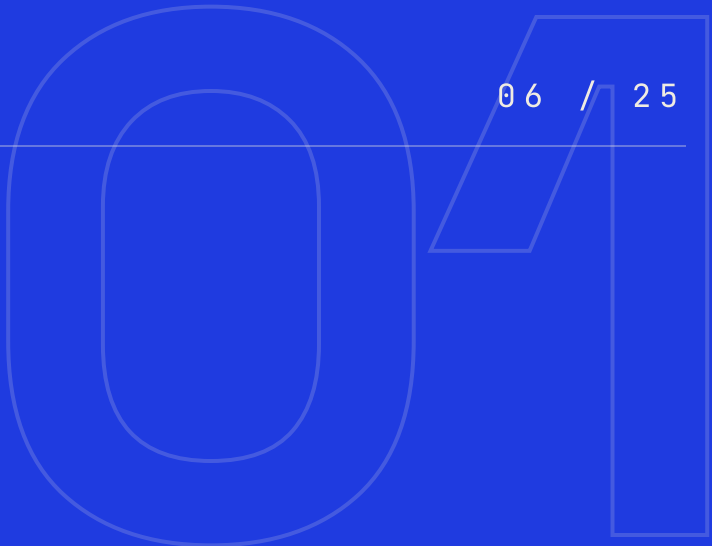
Search these words in email and chat: thank you, can you help, urgent, before Friday, quick question, are we still. Read who was asking and what they needed.

FILES

Open the last 10 documents, decks, trackers, or plans you created or changed. Why did each one get made? Something was unclear or unmanaged before it existed.

MEMORY

What problem kept coming back to you even when it was not technically yours? Being the person it lands on is data. Write down 2 of those.



MEET MAYA

She started where **most people start.**

HER FIRST SENTENCE

I manage several stakeholders and keep projects on track.

That sentence is true. It also tells a stranger nothing about what she can do for them. So she stopped writing sentences and went to her calendar. This is the first moment she found.

WHAT WAS HAPPENING

3 teams were building toward 3 different launch dates and reporting progress 3 different ways.

WHAT SHE DID

Built 1 shared tracker, wrote down which decisions each team owned, and ran a 15 minute check in every Friday.

WHAT WAS DIFFERENT AFTERWARD

The launch stayed on the committed date. The tracker was still being used after she moved to another project.

She will show up 5 more times in this workbook, all the way to her finished skill line.

First, collect 10 moments **when someone relied on you.**

Do not try to name the skill yet. You are collecting raw material. A moment can be large or small. It can come from paid work, unpaid work, volunteering, caregiving, a side project, or something you built for yourself.

EX	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
	3 teams, 3 launch dates, no shared plan.	Built 1 tracker and ran a 15 minute Friday check in.	Launch held its date. Tracker outlived the project.

01	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?

02	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?

03	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?

04	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?

Keep going to 10. Small ones count.

Column 1 is what was stuck, unclear, late, expensive, exposed, or not working. Column 2 is what you personally decided, created, explained, negotiated, fixed, or changed. Column 3 is what moved, stopped happening, became possible, or became easier.

05	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
06	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
07	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
08	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
09	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?
10	WHAT WAS HAPPENING?	WHAT DID YOU DO?	WHAT WAS DIFFERENT AFTERWARD?

This is where people usually stop. Do not.

YOU WERE LAID OFF OR HAVE NOT WORKED RECENTLY

Use the last full year you did work. Nothing here expires. Unpaid and volunteer work goes in the same 10 rows.

YOUR WORK WAS CONFIDENTIAL

Describe the type of problem and what you did about it. Drop the client, the numbers, and the product name. The mechanism is still yours to talk about.

YOU SUPPORTED AN OUTCOME YOU DID NOT OWN

Write your part only. Contributed to, supported, and created the process used to are all honest and all still count.

YOU CANNOT REMEMBER THE EXACT RESULT

Write what changed in plain words and mark it to check later. An unverified plain sentence beats an invented percentage every time.

YOUR WORK WAS PREVENTING THINGS

Ask what stopped happening. What did people stop asking about, escalating, or redoing? Prevention is invisible until you name it.

IT WAS CAREGIVING, COMMUNITY, OR UNPAID

Same 3 columns. Someone needed something, you did something, something was different afterward. The setting does not change the shape.

Build the strongest version you can support.



You will not always have all 4 parts. Start with what you know. If you are unsure about a number, leave it out. If you contributed to a team result, name your part without claiming the whole outcome.

Before	Action	After	Why
What was happening before you stepped in?	What did you personally decide, build, fix, lead, or change?	What became faster, clearer, safer, cheaper, larger, or possible?	Why did that matter to the team, customer, or business?

HONEST QUALIFIERS YOU ARE ALLOWED TO USE

- contributed to
- helped the team
- supported
- reduced the risk of
- created the process used to
- gave leadership the information needed to

Maya's messy first answer

I ran the launch meeting every week and kept everyone updated.

→

The version she can support

3 teams were working from different launch dates. I built 1 shared tracker and ran a 15 minute Friday check in. The launch stayed on the committed date.

Now look for what you repeatedly do.

Read your 10 moments together. The projects may look unrelated on the surface. The pattern is usually in how you diagnose problems, make decisions, bring people together, create structure, explain complexity, or protect an outcome. Write it as capability plus problem plus outcome.

TOO VAGUE TO USE

SPECIFIC ENOUGH THAT SOMEONE CAN BUY IT

Creates operating systems

Creates operating structure when several teams must make decisions and deliver against the same deadline

Great communicator

Explains complex changes to the people affected so they act instead of waiting

Good with people

Rebuilds a working relationship after trust has broken, without escalating it

MAYA'S PATTERN, TAKEN FROM 10 MOMENTS

In 6 of her 10 moments, several groups needed to reach the same outcome and had no shared way to decide. She kept building the thing that let them decide. That is the repeated move, and it has almost nothing to do with her title.

MAYA'S CARD

This is what you are aiming for.

SKILL capability + problem + outcome

Creates clarity across competing teams and priorities.

BEST PROOF

3 teams were working from different launch dates and reporting progress differently. I created 1 shared plan, clarified which decisions each team owned, and introduced a 15 minute weekly review. The launch stayed on its committed date.

WHO ELSE NEEDS THIS?

Companies launching anything across product, marketing, sales, and operations at the same time. Name the type of team, not a job title.

WHAT MIGHT THE MARKET CALL IT?

Program management, launch operations, cross-functional planning, integrated planning, business operations.

She does not know yet which of those 5 is right. She confirms it in Step 4.

Now write 3 of your own.

For who else needs this, name the kind of company or team that has this problem often. For what they might call it, write 3 to 5 phrases and leave them unsettled. You are guessing on purpose and you will check the guess in Step 4.

01

SKILL

capability + problem + outcome

BEST PROOF

WHO ELSE NEEDS THIS?

WHAT MIGHT THEY CALL IT?

02

SKILL

capability + problem + outcome

BEST PROOF

WHO ELSE NEEDS THIS?

WHAT MIGHT THEY CALL IT?

03

SKILL

capability + problem + outcome

BEST PROOF

WHO ELSE NEEDS THIS?

WHAT MIGHT THEY CALL IT?

A portable skill is not yet **a portable career.**

3 different things have to travel. They are usually confused with each other, which is why people move abroad and then find out the hard way.

1 / THE SKILL CAN TRAVEL

Can the capability create value for someone else, somewhere else, without your current company around it?

2 / THE ARRANGEMENT CAN TRAVEL

Can the work be done through a role, contract, or client setup that allows the location and hours you want?

3 / THE LEGAL SETUP ALLOWS IT

Can you legally do the work from that country, and will the employer or client support that arrangement?

You need all 3 for a career you can reliably take abroad. This workbook is about the first one, because it is the part you own and can start building today.

The 10-point portability check

This is a conversation with yourself, not a test with a right answer. Pick 1 proof card and score it. 0 means no, 1 means partly, 2 means yes. If you hesitate, score lower and read the next page.

		0	1	2
Outcome	A stranger can understand the result without knowing my company.	☐	☐	☐
Proof	I can show an example, process, artifact, or credible story.	☐	☐	☐
Demand	I can name at least 5 teams, companies, or clients that need it.	☐	☐	☐
Delivery	I can perform most of it without one office, system, or location.	☐	☐	☐
Ownership	The value comes from my judgment or method, not only my title or access.	☐	☐	☐
		Total		

8–10

Enough to test this week. Go to Step 4.

5–7

Usable. Fix the 2 lowest lines first using the next page.

0–4

Most of this skill's value is still attached to 1 environment. The next page tells you what to do about it.

A low score is **an instruction, not a verdict.**

It means more of that skill's value currently depends on a particular environment. You decide whether to translate it, build proof outside that environment, or test a different skill first. Find your lowest line below.

LOW ON OUTCOME

Rewrite the result in plain language, then read it to 1 person outside your field. If they can repeat it back, it works.

LOW ON PROOF

Build 1 artifact you are allowed to show: a sanitized example, a process map, a template, a short case study, or a story you can tell in 60 seconds.

LOW ON DEMAND

Read 10 relevant job posts or talk to 3 people doing adjacent work. Demand is a research problem, not a self-esteem problem.

LOW ON DELIVERY

Write down which parts need a specific system, location, license, or employer. Those parts are the ones to rebuild or route around.

LOW ON OWNERSHIP

Separate your judgment and method from the authority that came with your title. What would you still be able to do on day 1 somewhere else?

An employer buys a role. A client buys **an outcome with an end date.**

Same skill, 2 different sentences. Write both even if you never plan to take project work. The project version forces you to name what someone actually receives, and that makes the employment version sharper.

EMPLOYMENT VERSION

I [action] so [team or company] can [business result].

MAYA

I build operating rhythms that help cross-functional teams make decisions and launch on time.

PROJECT VERSION

I help [specific group] [solve problem]. They leave with [the actual thing].

MAYA

I help growing teams replace scattered launch updates with 1 operating plan, a decision log, and a weekly cadence. In 4 weeks.

Your turn. **Both versions.**

Use the words you already have. You are going to change them after you read the market in the next 2 pages, so do not polish these.

YOUR EMPLOYMENT VERSION

YOUR PROJECT VERSION

Do not guess what **the market calls it.**

Reading job posts is a skill of its own. Here is the procedure. It takes about 30 minutes.

- 01 Choose 5 postings, briefs, or project descriptions aimed at roughly the same level and the same problem. Mixed levels will give you mush.
- 02 Ignore the generic requirements. Excellent communicator and self-starter tell you nothing and appear in every post.
- 03 Highlight the problems the person is expected to solve. These are usually buried in the middle of the post.
- 04 Underline the outputs they have to create or own. Plans, forecasts, playbooks, dashboards, launches, renewals.
- 05 Circle any word or phrase that shows up in at least 3 of the 5. That repetition is what you are here for.
- 06 Compare those words with your proof cards. Where does your evidence line up, where is it partial, where do you have none?
- 07 Borrow the problem language. Do not paste in the job description sentences. Copied posting language reads as copied to the person who wrote it.

Log what you find while you read.

In the last column, write strong, partial, or none. That column is your Step 4 to-do list.

SOURCE

PROBLEM THEY NEED SOLVED

WORDS THAT REPEAT

PROOF I HAVE

Pick 1 lane to test first.

A

A new role

Best when you want salary, team, and structure.

7-day test

Search 10 roles using your market language. Save only the ones where your proof matches the actual work described.

B

Internal move

Best when your proof is strong but your title is boxing you in.

7-day test

Ask 2 leaders where this problem is slowing the business. If you cannot raise it internally, ask 2 people who left your company in the last 2 years.

C

Paid project

Best when the problem has a clear output and a buyer.

7-day test

Offer 1 small, bounded project to 3 people. No close contacts? Use 3 people who have hired someone like you before.

Every day ends with something finished.

DAY	ACTION	YOU SHOULD FINISH WITH
DAY 1	Select your strongest proof card	1 skill and 1 supporting story
DAY 2	Find 5 relevant market examples	5 links saved in 1 place
DAY 3	Compare the language	5 to 10 repeated terms written down
DAY 4	Write your market version	1 employment or project statement
DAY 5	Ask 3 people for a reaction	3 messages sent
DAY 6	Review the responses	Notes on what was clear, confusing, or interesting
DAY 7	Choose the next test	A decision to deepen, revise, or try another direction

Send this. **Word for word if you want.**

COPY THIS

I am working on translating the work I have done into language that makes sense outside my current title. When you read the statement below, what kind of problem do you think I solve? I am not asking you to edit it. I want to know what you understand from it.

Send it to 3 people who do not work with you daily. A former colleague, someone 1 level above you in another company, and 1 person outside your industry entirely.

THEY DESCRIBE A REAL PROBLEM

Close to what you meant? The language is working. Use those exact words in your profile and your applications.

THEY SAY YOUR OLD TITLE BACK

The sentence is still written from inside your company. Cut the internal nouns and describe the problem instead.

THEY ASK WHAT A WORD MEANS

That word is jargon, no matter how normal it sounds to you. Replace it and send it to 1 more person.

My portable career inventory

THE SKILL I AM TESTING	THE PROOF
MY PORTABILITY SCORE, AND THE LOWEST LINE	WHO NEEDS IT
THE LANGUAGE I AM TESTING, IN THE MARKET'S WORDS	
MY NEXT ACTION AND THE DATE I WILL DO IT	

You are finished when 1 person who does not work with you can read your skill line and tell you what problem you solve. If all 3 reactions were clear, deepen it. If they were confused, change the language and keep the skill. If nobody was interested, test your second proof card next.