

■ APPLYING MY ABILITIES

“There are different abilities to perform service.”

1 CORINTHIANS 12:6

“I...have given him skill, ability, and knowledge in all kinds of crafts..”

EXODUS 31:3

One of the most common excuses people give for not getting involved in ministry is, “I just don’t have any abilities to offer.” Nothing could be further from the truth. The key is **matching** your abilities with the right ministry!

■ FIVE MISCONCEPTIONS ABOUT ABILITIES, TALENTS & SKILLS

1. **MYTH: “People aren’t born with skills. All skills must be learned by _____.”** This simply is not true. There are a number of skills which seem to be inborn and develop very early in infancy. When people say, “He just seems to have a natural talent for it”, it’s probably true.
2. **MYTH: “Those skills which must be learned are learned primarily in the _____.”** Actually some of your most basic skills were learned at home, “in the street”, or somewhere outside the classroom.
3. **MYTH: “If you have certain abilities, you will be _____ that you have them.”** Again, that is not true. You’re probably using a number of talents or skills that you are not even aware of. You need some process of skill identification.
4. **MYTH: “Skills that I use at *work* are only usable in that environment. I couldn’t use them in _____.”** Hopefully, by the end of this class, you’ll see the fallacy of that idea. Be creative.
5. **MYTH: “Most people only have a _____ abilities.”** The truth is that many national studies have proven that ***the average person possesses from 500 to 700 different skills.***

“For instance, your brain can store 100 trillion facts. Your mind can handle 15,000 decisions a second, as is the case when your digestive system is working. Your nose can smell up to 10,000 different odors. Your touch can detect an item 1/25,000th of an inch thick, and your tongue can taste one part of quinine in 2 million parts of water. You are a bundle of incredible abilities, an amazing creation of God.”

— RICK WARREN, *The Purpose-Driven Life*, p. 242.

■ HOW TO DISCOVER YOUR MOTIVATED ABILITIES

Look over your list of accomplishments again. *Circle* all verbs that denote actions performed while you were doing each achievement.

Now compare those verbs to the list below and check those abilities you feel you have.

26 Specialized Abilities

Entertaining ability: to perform, act, dance, speak, magic

Recruiting ability: to enlist and motivate people to get involved

Interview ability: to discover what others are really like

Researching ability: to read, gather information, collect data

Artistic ability: to conceptualize, picture, draw, paint, photograph, or make renderings

Graphics ability: to lay out, design, create visual displays or banners

Evaluating ability: to analyze data and draw conclusions

Planning ability: to strategize, design and organize programs and events

Managing ability: to supervise people to accomplish a task or event and coordinate the details involved

Counseling ability: to listen, encourage and guide with sensitivity

Teaching ability: to explain, train, demonstrate, tutor

Writing ability: to write articles, letters, books

Editing ability: to proofread or rewrite

Promoting ability: to advertise or promote events and activities

Repairing ability: to fix, restore, maintain

Feeding ability: to create meals for large or small groups

Recall ability: to remember or recall names and faces

Mechanical operating ability: to operate equipment, tools or machinery

Resourceful ability: to search out and find inexpensive materials or resources needed

Counting ability: to work with numbers, data or money

Classifying ability: to systematize and file books, data, records and materials so they can be retrieved easily

Public Relations ability: to handle complaints and unhappy customers with care and courtesy

Welcoming ability: to convey warmth, develop rapport, making others feel comfortable

Composing ability: to write music or lyrics

Landscaping ability: to do gardening and work with plants

Decorating ability: to beautify a setting for a special event

■ **NARROWING IT DOWN: Am I Better with *People, Information* or *Things*?**



■ **SHARPENING MY FOCUS: 2 ADDITIONAL WORKSHEETS...**

1. Choose your **"ACTION WORDS"** – *what do you most enjoy doing?*

Every mission requires action, and action words are verbs.



2. **"7 KINDS OF SMART"** – *People have "multiple intelligences": which kinds are you?*



3. **"ABILITIES OUTLINE - RICHARD BOLLES"** – *additional detail.*



Now list your specialized *Abilities* on your PERSONAL PROFILE.

“Every mission requires action, and action words are verbs.”

EXERCISE: Below is a list of verbs, or “action words.”

1 Put a check mark (✓) beside the three verbs **FROM EACH COLUMN** which most excite you.

2 Then **FROM THAT LIST circle and number** your top three action words.

These are the action words which will shape your future activities.

<ul style="list-style-type: none"> accomplish acquire adopt advance affect affirm alleviate amplify appreciate ascend associate believe bestow brighten build call cause choose claim collect combine command communicate compel compete complete compliment compose conceive confirm connect consider construct contact continue counsel create 	<ul style="list-style-type: none"> decide defend delight deliver demonstrate devise direct discover discuss distribute draft dream drive educate elect embrace encourage endow engage engineer enhance enlighten enlist enliven entertain enthuse envision evaluate excite explore express extend facilitate finance forgive foster franchise 	<ul style="list-style-type: none"> further gather generate give grant heal hold host identify ignite illuminate implement improve improvise inspire integrate involve keep know labor launch lead light live love make manifest master mature measure mediate model mold motivate move negotiate nurture 	<ul style="list-style-type: none"> open organize participate pass perform persuade play possess practice praise prepare present produce progress promise promote provide pursue realize receive reclaim reduce refine reflect reform regard relate relax release rely remember renew resonate respect restore return revise 	<ul style="list-style-type: none"> sacrifice safeguard satisfy save sell serve share speak stand summon support surrender sustain take tap team touch trade translate travel understand uphold use utilize validate value venture verbalize volunteer work worship write yield
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Check those statements that apply in each intelligence category.

Linguistic Intelligence

- Books are very important to me.
- I can hear words in my head before I read, speak, or write them down.
- I get more out of listening to the radio or a spoken word cassette than I do television or films.
- I show an aptitude for word games like Scrabble, Anagrams, or Password.
- I enjoy entertaining myself or others with tongue twisters, nonsense rhymes, or puns.
- Other people sometimes have to stop and ask me to explain the meaning of the words I use in my writing and speaking.
- English, social studies, and history were easier for me in school than math and science.
- When I drive down a freeway, I pay more attention to the words written on billboards than to the scenery.
- My conversation includes frequent references to things that I've read or heard.
- I've written something recently that I was particularly proud of or that earned me recognition from others.

Other Linguistic Strengths:

Logical-Mathematical Intelligence

- I can easily compute numbers in my head.
- Math and /or science were among my favorite subjects in school.
- I enjoy playing games or solving brain teasers that require logical thinking.
- I like to set up little "what if" experiments (for example, "What if I double the amount of water I give to my rosebush each week?")
- My mind searches for patterns, regularities, or logical sequences in things.
- I'm interested in new developments in science.
- I believe that almost everything has a rational explanation.
- I sometimes think in clear, abstract, abstract, wordless, imageless concepts.
- I like finding logical flaws in things that people say and do at home and work.
- I feel more comfortable when something has been measured, categorized, analyzed, or quantified in some way.

Other Logical-Mathematical Strengths:

Spatial Intelligence

- I often see clear visual images when I close my eyes.
- I'm sensitive to color.
- I frequently use a camera or camcorder to record what I see around me.
- I enjoy doing jigsaw puzzles, mazes, and other visual puzzles.
- I have vivid dreams at night.

- I can generally find my way around unfamiliar territory.
- I like to draw or doodle.
- Geometry was easier for me than algebra in school.
- I can comfortably imagine how something might appear if it were looked down upon from directly above in a bird's-eye view.
- I prefer looking at reading material that is heavily illustrated.

Other Spatial Strengths:

Bodily-Kinesthetic Intelligence

- I engage in at least one sport or physical activity on a regular basis.
- I find it difficult to sit still for long periods of time.
- I like working with my hands at concrete activities such as sewing, weaving, carving, carpentry, or model-building.
- My best ideas often come to me when I'm out for a long walk or a jog, or when I'm engaged in some other kind of physical activity.
- I often like to spend my free time outdoors.
- I frequently use hand gestures or other forms of body language when conversing with someone.
- I need to touch things in order to learn more about them.
- I enjoy daredevil amusement rides or similar thrilling physical experiences.
- I would describe myself as well coordinated.
- I need to practice a new skill rather than simply reading about it or seeing a video that describes it.

Other Bodily-Kinesthetic Strengths:

Musical Intelligence

- I have a pleasant singing voice.
- I can tell when a musical note is off-key.
- I frequently listen to music on radio, records, cassettes, or compact discs.
- I play a musical instrument.
- My life would be poorer if there were no music in it.
- I sometimes catch myself walking down the street with a television jingle or other tune running through my mind.
- I can easily keep time to a piece of music with a simple percussion instrument.
- I know the tunes to many different songs or musical pieces.
- If I hear a musical selection once or twice, I am usually able to sing it back fairly accurately.
- I often make tapping sounds or sing little melodies while working, studying, or learning something new.

Other Musical Strengths:

Interpersonal Intelligence

- I'm the sort of person that people come to for advice and counsel at work or in my neighborhood.
- I refer group sports like badminton, volleyball, or softball to solo sports such as swimming and jogging.
- When I have a problem, I, more likely to seek out another person for help than attempt to work it out on my own.
- I have at least three close friends.
- I favor social pastimes such as Monopoly or bridge over individual recreations such as video games and solitaire.
- I enjoy the challenge of teaching another person, or groups of people, what I know how to do.
- I consider myself a leader (or others have called me that).
- I feel comfortable in the midst of a crowd.
- I like to get involved in social activities connected with my work, church, or community.
- I would rather spend my evenings at a lively social gathering than stay at home alone.

Other Interpersonal Strengths:

Intrapersonal Intelligence

- I regularly spend time alone meditating, reflecting, or thinking about important life questions.
- I have attended counseling sessions or personal growth seminars to learn more about myself.
- I have opinions that set me apart from the crowd.
- I have a special hobby or interest that I keep pretty much to myself.
- I have some important goals for my life that I think about on a regular basis.
- I have a realistic view of my strengths and weaknesses (borne out by feedback from other sources).
- I would prefer to spend a weekend alone in a cabin in the woods rather than at a fancy resort with lots of people around.
- I consider myself to be strong willed or independent minded.
- I keep a personal diary or journal to record the events of my inner life.
- I am self-employed or have at least thought seriously about starting my own business.

Other Intrapersonal Strengths:

From Thomas Armstrong, *7 Kinds of Smart: Identifying & Developing Your Many Intelligences*, Plume, 1993

I am good with...

THINGS

Skills with the body	Skills with materials <i>(clay, wood, cloth, metals, stone, jewels)</i>	Skills with objects <i>(including food, tools, instruments)</i>	Skills with equipment, machinery or vehicles	Skills with buildings or rooms	Skills with growing things, or animals
<i>Using my hands or fingers (including "signing" or massaging)</i>	<i>Crafting, sewing, weaving, hammering, etc.</i>	<i>Washing, cleaning or preparing</i>	<i>Setting up, or assembling</i>	<i>Constructing or reconstructing</i>	<i>Having a green thumb, causing growing things to flourish</i>
<i>Having great finger dexterity (e.g., with keyboards)</i>	<i>Cutting, carving or chiseling</i>	<i>Handling or expediting</i>	<i>Operating, controlling or driving</i>	<i>Modeling or remodeling</i>	<i>Having skills with animals (raising, training, or treating, etc.)</i>
<i>Using my eyes and hands in coordination</i>	<i>Fashioning, molding, shaping or sculpting</i>	<i>Making, producing, manufacturing, or cooking</i>	<i>Tending, minding, feeding or emptying</i>		
<i>Motor/physical coordination with my whole body</i>	<i>Finishing, painting, refinishing or restoring</i>	<i>Maintaining, preserving or repairing</i>	<i>Maintaining, cleaning or repairing</i>		
<i>Having agility, speed, strength or stamina</i>	<i>Precision working with my hands</i>	<i>Precision working with tools or instruments</i>	<i>Breaking down, disassembling or salvaging</i>		

I am good with...

PEOPLE

With Individuals, one at a time		With Groups, organizations or the masses		
<i>Taking instructions, serving or helping</i>	<i>Diagnosing, treating or healing</i>	<i>Communicating effectively to a group or a multitude</i>	<i>Playing games, or a particular game, leading others in recreation or exercise</i>	<i>Managing, supervising, or running (a business, fund drive, etc.)</i>
<i>Communicating well in conversation, in person or on the phone</i>	<i>Referring people, or helping two people to link up</i>	<i>By using words expressively in speaking or writing</i>	<i>Teaching, training, or designing educational events</i>	<i>Following through, getting things done, producing</i>
<i>Communicating well in writing (e.g., excellent letters)</i>	<i>Assessing, evaluating, screening, or selecting individuals</i>	<i>By making presentations in person, on TV or film</i>	<i>Guiding a group discussion, conveying warmth</i>	<i>Leading, taking the lead, being a pioneer</i>
<i>Instructing, teaching, tutoring or training individuals</i>	<i>Persuading, motivating, recruiting or selling to individuals</i>	<i>By performing, entertaining, amusing, or inspiring</i>	<i>Persuading a group, debating, motivating, or selling</i>	<i>Initiating, starting up, founding, or establishing</i>
<i>Advising, coaching, counseling, mentoring, empowering</i>	<i>Representing others, interpreting others' ideas or language</i>	<i>"Signing," miming, acting, singing, or playing an instrument</i>	<i>Consulting, giving advice to groups in your area of expertise</i>	<i>Negotiating between two parties, or resolving conflicts</i>

I am good with...

INFORMATION

INFORMATION, DATA & IDEAS

Gathering or Creating it	Managing it		Storing, retrieving it	Putting it to use
	Step by step	Holistically		
<i>Compiling, searching or re-searching</i>	<i>Copying and/or comparing similarities or differences</i>	<i>Adapting, translating (incl. computer programming), developing, or improving</i>	<i>Keeping records (incl. recording, filming, or entering on a computer)</i>	With People <i>(See SKILLS WITH PEOPLE)</i>
<i>Gathering information by interviewing or observing people</i>	<i>Computing, working with numbers, doing accounting</i>	<i>Visualizing, drawing, painting, dramatizing, creating videos, or software</i>	<i>Storing or filing (in file cabinets, microfiche, video, audio, or computer)</i>	With Things <i>(See SKILLS WITH THINGS)</i>
<i>Gathering information by studying or observing things</i>	<i>Analyzing, breaking down into its parts</i>	<i>Synthesizing, combining parts into a whole</i>	<i>Retrieving information, ideas, or data</i>	
<i>Having an acute sense of hearing, smell, taste, or sight</i>	<i>Organizing, classifying, systematizing, and/or prioritizing</i>	<i>Problem solving, or seeing patterns among a mass of data</i>	<i>Enabling other people to find or retrieve information</i>	
<i>Imagining, inventing, creating, or designing new ideas</i>	<i>Planning, laying out a step-by-step process for achieving a goal</i>	<i>Deciding, evaluating, appraising, or making recommendations</i>	<i>Having a superior memory, keeping track of details</i>	