

Beaming Bernie Skills Mapping Grid

*See what you already know —
and where to focus next.*

When progress feels unclear...
When you're juggling too much to step back...
When you want to grow — but you're not sure where to start...

This tool helps you map your existing skills, spot useful gaps, and identify where to invest your time and energy next.

Some skills are easy to name — qualifications, job roles, defined tasks.
Others show up in less obvious ways — adaptability, problem-solving, steady thinking under pressure.

This isn't about ranking or labelling.

It's about capturing what's real — so you can make informed choices about what to learn next.

Use this map to take stock, recalibrate, or plan your next step.



How to Use This — or Not.

You don't need to be at a turning point to use this tool.
You don't need a new job, a polished goal, or a major plan.

You just need a moment to reflect on the skills you already have
— and the ones that might matter next.

This isn't a test. It's not a checklist.
It's a tool to help you spot patterns, reconnect with your
strengths, and make clearer decisions about your learning and
development.

Start by scanning the four skill categories.
Note what stands out. Skip what doesn't. There's no one way to
do this.

If a skill feels familiar — acknowledge it.
If something feels missing — name it.

That alone can shift how you think about what's next.
You can pause after that.
Or use the reflection space to explore your focus areas more
clearly.

This isn't about doing more.

It's about seeing where you are — and choosing your next step
from there.

*You don't need a full strategy — just a starting point.
Let's map what's working — and where you're heading.*



The Skills Map

Map where your skills sit — and what they're telling you.

This quadrant gives you space to take stock — without pressure or perfection. Use it to capture where your current skills sit, what you're building, and what's quietly on your radar. There's no fixed format. You can include technical skills, personal strengths, professional capabilities, creative tools — anything that feels relevant.

To help guide your thinking, try these questions:

- **Used Often:** What do I already use regularly or instinctively?
- **Underused:** What am I good at — but rarely use?
- **Learning Focus:** Which skills do I want (or need) to build soon?
- **Future Curiosity:** What am I quietly interested in exploring later?

Don't overthink it.

Two or three entries per box is more than enough.

This isn't about creating a full list — it's about noticing what matters.

<p>Used Often <i>"What do I already use regularly or instinctively?"</i></p>	<p>Underused <i>"What am I good at — but rarely use?"</i></p>
<p>Learning Focus <i>"Which skills do I want (or need) to build soon?"</i></p>	<p>Future Curiosity <i>"What am I quietly interested in exploring later?"</i></p>

You're not starting from scratch.

This is just a different way to take stock.



What's Missing, What's Working

***Not all skills look the same —
but they all count.***

Hard skills are easier to name — the ones with outcomes, outputs, or qualifications.

Soft skills can be harder to define — but they're often what makes the biggest difference.

This isn't about choosing one over the other.

It's about making sure you're not overlooking the strengths that actually support growth, connection, and resilience.

Think: *Am I undervaluing any skills just because they're less visible?*

Hard Skills Specific, measurable, often teachable <i>e.g. data analysis, coding, project planning</i> What hard skills do I rely on most — and which ones do I want to sharpen?	Soft Skills Interpersonal, adaptive, harder to quantify <i>e.g. listening, problem-solving, self-regulation</i> What soft skills support me more than I usually give credit for?

Being good at something doesn't always mean you notice it. This is a space to spot what's already working — and why it matters.



Skill Prioritisation: Focus Zones

***Not everything needs attention right now.
This page helps you sort what does.***

It's easy to feel like you have to do everything — or like you're not doing enough.

This page helps you map your current learning priorities into three clear zones.

There's no right answer. Just make a call based on what matters to you now.

Must-Have (Now) Essential for stability, direction, or identity right now	Growth Edge (Next) Feels like a stretch — but still doable	Curiosity Playground (Later) Not urgent, but interesting or energising

Prompts:

- Which of these will support my income, confidence, or clarity most?
- What feels possible in the next 3 months — without overwhelm?
- What would I explore if I had more time or less pressure?

You can revise this anytime.

This isn't about getting it right.

It's about working with what's real.

Clarity isn't about certainty.

*It's about choosing where to place your effort
— for now.*



From Mapping to Movement

You've seen what's in play — now choose what comes next.

You don't need to have it all figured out.

But deciding on one clear step — even a small one — helps turn insight into momentum.

You've already done the groundwork.

Now it's time to move with it.

What's one skill you want to act on first?

It doesn't need to be big — just something that feels useful, relevant, or interesting right now. Pause and name it.

I'm focusing on...

What's the next action, resource, or time slot you can commit to?

Be specific — what would make this real?

- A tool or guide you already trust?
- A task you've been avoiding?
- A short window of time you can ringfence?

I am... / I will...

By this time tomorrow / next week, I will have...

Notice what comes up.

A sense of focus? Pressure? Uncertainty? Energy?

Just breathe. You're not behind — you're beginning.

If something feels tight or blocked, the **Reset Phrase List** can help shift your state without pushing harder.

Knowing what you want to learn is step one.

Knowing what slows you down helps you stay with it.



Closing Words

You don't need to be fully confident to get started.

But taking time to map what you already know — and where you're heading — puts you in a stronger position to move forward.

At Beaming Bernie, we don't believe learning has to be perfect, polished, or fast. We believe it needs to be real, relevant, and built in a way that works for you.

This tool was a place to take stock. If you're ready to act — but doubt or distraction keeps showing up — your next step is learning how to stay with it, even when confidence wobbles.

Explore the Confidence to Learn Toolkit
Practical support to help you work through resistance, build belief, and keep learning in your own way.

Shining a Light on Life's Challenges

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