



CAREER SKILLS

21st Century Skills Worksheet

Critical thinking, collaboration, communication and creativity

Free learning resource from English Skill Nest. Share it with students, colleagues and anyone preparing for English exams, interviews or professional communication.

Available at englishskillnest.com



Discover, rank, and grow the skills that matter most

NAME: _____ DATE: _____

1. Rank the Skills

Below is a list of skills often called important for the 21st century. Rank your top 5 in order of importance to you (1 = most important).

Skill	Your Rank (1-5)
Adaptability	—
Digital Literacy	—
Critical Thinking	—
Communication	—
Emotional Intelligence	—
Creativity	—
Collaboration / Teamwork	—
Resilience	—
Problem-Solving	—
Financial Literacy	—

2. Match the Skill to the Definition

Write the letter of the correct definition next to each skill.

Skill		Definition
Resilience	—	A. Understanding and managing your own and others' feelings
Emotional Intelligence	—	B. Evaluating information and reasoning through problems logically
Critical Thinking	—	C. Bouncing back from setbacks and adjusting to change
Digital Literacy	—	D. Comfortably and effectively using digital tools and platforms
Collaboration	—	E. Working effectively with others toward a shared goal

3. Self-Assessment

Rate yourself from 1 (needs work) to 5 (strong) on each skill.

Skill	Self-Rating (Circle One)
Communication	1 2 3 4 5
Adaptability	1 2 3 4 5
Problem-Solving	1 2 3 4 5
Technology Use	1 2 3 4 5
Teamwork	1 2 3 4 5
Creativity	1 2 3 4 5
Critical Thinking	1 2 3 4 5
Leadership	1 2 3 4 5
Time Management	1 2 3 4 5
Financial Literacy	1 2 3 4 5

4. Reflection Questions

- 1 Which skill do you think will matter most in your future career, and why?
- 2 Describe a time you had to adapt quickly to a change. What did you learn?
- 3 Which skill from the list is your greatest strength? Give an example.
- 4 Which skill would you most like to improve? What is one step you could take this month?

5. Action Plan

One skill I want to grow this year: _____

Three actions I will take:

- 1 _____
- 2 _____
- 3 _____

Keep growing -- revisit this plan every few months!

Small, consistent steps build strong 21st century skills.