

# Finding your Factor X

Everyone has a wide range of skills and abilities. You are probably aware of your own abilities, and they may have been mentioned or praised by others at some stage in your life. Our 'Factor X' is that strength or series of strengths which, rather than draining us emotionally whenever we use them, actually build us up and energise us – we may be tired but we are also fulfilled and elated.

You may already know what your 'Factor X' is and be working to increase the time that you spend exercising those skills with your parent & toddler group. However, some may still need to discover their 'Factor X', and then see how it can best fit into their various activities.

The following list of characteristics or abilities will help you to find your energising strengths and eventually help you to find your place in any team.

## Using the list

All you have to do is tick those descriptions which you know apply to you or which others have said apply to you or have complimented you upon.

In general, please try to ignore the section titles as you are likely to have skills which range across these divisions. However, some words have multiple meanings so they may occur more than once - in these cases use the section titles to help you to understand the meaning of the word.

Change the tick to a cross for those descriptions which involve things you don't LIKE to do – we can be good at something but don't want to do it!

## What does it mean?

After you have ticked all the various descriptions which apply to you, you are likely to have 'clusters' of ticks in certain sections – say three or more within a section. Count the number of ticks in each section and write it next to the section heading.

Starting with the largest number of ticks, look at the section heading and see if you are happy to work in that activity or area. If you are happy to do that activity, then circle the heading, if not leave it un-circled.

Move to the next highest number of ticks and go through the same process. Continue until you have three headings which are circled. Write these three headings in the boxes below.

## Your team

Have every member of your toddler group team complete the same process. Then get together as a group. Using the toddler group role list and your team's 'Factor X' grids, see if you can assign everyone a task which allows them to play to their strengths. Then see what you are missing as a team and either try to find a current team member who can cover that area OR recruit someone who has strength in that area. In this way, you will find that you have an energised team, all using their Factor X!

**Your 'Factor X':**

<p><b>Relationships</b></p> <input type="checkbox"/> Relating well with people <input type="checkbox"/> Sympathetic <input type="checkbox"/> Sensitive to others <input type="checkbox"/> Responding <input type="checkbox"/> Concerned <input type="checkbox"/> Helping others <input type="checkbox"/> Accepting <input type="checkbox"/> Team player	<p><b>Learning</b></p> <input type="checkbox"/> Analyzing <input type="checkbox"/> Noticing <input type="checkbox"/> Active listener <input type="checkbox"/> Summarizing <input type="checkbox"/> Good memory <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Questioning	<p><b>Administrative</b></p> <input type="checkbox"/> Setting and attaining goals <input type="checkbox"/> Delegating <input type="checkbox"/> Motivating others <input type="checkbox"/> Setting priorities <input type="checkbox"/> Planning <input type="checkbox"/> Follow-through <input type="checkbox"/> Team-building <input type="checkbox"/> Managing
<p><b>Inspiring</b></p> <input type="checkbox"/> Motivating individuals and groups <input type="checkbox"/> Raising funds <input type="checkbox"/> Persuading <input type="checkbox"/> Team-building <input type="checkbox"/> Settling disputes <input type="checkbox"/> Encouraging <input type="checkbox"/> Promoting <input type="checkbox"/> Inspiring the team	<p><b>Activity</b></p> <input type="checkbox"/> Meeting deadlines <input type="checkbox"/> Persevering <input type="checkbox"/> Organising <input type="checkbox"/> Completing <input type="checkbox"/> Implementing <input type="checkbox"/> Following complex instructions <input type="checkbox"/> Functioning despite stress <input type="checkbox"/> Record keeping	<p><b>Leadership</b></p> <input type="checkbox"/> Self-starting <input type="checkbox"/> Acting quickly in emergencies <input type="checkbox"/> Running effective meetings <input type="checkbox"/> Identifying and solving problems <input type="checkbox"/> Adapting to new situations <input type="checkbox"/> Accepting responsibility <input type="checkbox"/> Making decisions <input type="checkbox"/> Team building
<p><b>Communication</b></p> <input type="checkbox"/> Expressing ideas <input type="checkbox"/> Imaginative <input type="checkbox"/> Writing <input type="checkbox"/> Persuading <input type="checkbox"/> Curiosity <input type="checkbox"/> Articulating <input type="checkbox"/> Making things clear <input type="checkbox"/> Translating	<p><b>Numbers</b></p> <input type="checkbox"/> Counting <input type="checkbox"/> Computing <input type="checkbox"/> Good money manager <input type="checkbox"/> Accurate <input type="checkbox"/> Accounting <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Creating budgets <input type="checkbox"/> Controlling spending	<p><b>Presenting</b></p> <input type="checkbox"/> Public speaking <input type="checkbox"/> Performing (singing, dancing, acting, playing instruments, etc.) <input type="checkbox"/> Making presentations <input type="checkbox"/> Appearing before a group <input type="checkbox"/> Helping others enjoy themselves <input type="checkbox"/> Clear communicator <input type="checkbox"/> Contagious enthusiasm <input type="checkbox"/> Hospitality
<p><b>Physical &amp; Hands on</b></p> <input type="checkbox"/> Strength <input type="checkbox"/> Endurance <input type="checkbox"/> Coordination <input type="checkbox"/> Nimble <input type="checkbox"/> Constructing <input type="checkbox"/> Preparing <input type="checkbox"/> Designing <input type="checkbox"/> Producing	<p><b>Artistic</b></p> <input type="checkbox"/> Creativity <input type="checkbox"/> Expressive <input type="checkbox"/> Imaginative <input type="checkbox"/> Making things <input type="checkbox"/> Appreciating or creating beauty <input type="checkbox"/> Trying new things <input type="checkbox"/> Performing <input type="checkbox"/> Cooking	<p><b>Reviewing</b></p> <input type="checkbox"/> Gathering information <input type="checkbox"/> Synthesising <input type="checkbox"/> Evaluating <input type="checkbox"/> Making decisions <input type="checkbox"/> Experimenting <input type="checkbox"/> Drawing conclusions <input type="checkbox"/> Examining <input type="checkbox"/> Recognising patterns
<p><b>Teaching</b></p> <input type="checkbox"/> Explaining <input type="checkbox"/> Advising <input type="checkbox"/> Listening <input type="checkbox"/> Demonstrating <input type="checkbox"/> Training <input type="checkbox"/> Instructing <input type="checkbox"/> Mentoring <input type="checkbox"/> Leading groups	<p><b>Creative and Visionary</b></p> <input type="checkbox"/> Intuitive <input type="checkbox"/> Developing new Ideas <input type="checkbox"/> Judging effectively <input type="checkbox"/> Original thinking <input type="checkbox"/> Showing foresight <input type="checkbox"/> Creative <input type="checkbox"/> Innovative <input type="checkbox"/> Experimental	

Marks to make:

= If you know you have this skill

? = If you think you might have this skill

! = If you would like to have it

X = If you have the skill but don't want to use it