



Australian Government
Department of Jobs and Small Business



Work tasks I prefer

It's useful to get an idea of the types of tasks you might be good at and prefer doing. Having strong preferences and knowing what they are can help you choose a field you will enjoy working in.

If you don't have strong preferences for particular tasks, that's okay too. You can have a successful career by being flexible about the tasks you do and open to the opportunities available.

This workbook includes some questions to help you think about the tasks you like doing.



Tasks I like

1. Imagine you work in a business that buys goods for re-sale to the general public. Which of the following tasks would you prefer?

- A: sell goods and services to customers and advise them on product use
- B: monitor and assess stock levels and adjust the mix of products to promote sales and profit
- C: plan and install product displays to show goods to their best advantage

2. Imagine you work in the construction industry. Which of the following tasks would you prefer?

- A: identify, find and assemble the materials needed to build a structure
- B: analyse, assess and estimate the strength, durability and safety of proposed and existing structures
- C: develop a design concept for a room or structure.

3. Imagine you work in a call centre. Which type of call centre work would you prefer?

- A: collect information from a caller to initiate or process an insurance claim
- B: develop troubleshooting procedures for operators to use when callers have a problem with a purchased product or service
- C: promote and secure sales for a music or drama production

4. Imagine you work in the health services sector. Which of the following tasks would you prefer?

- A: administer a treatment plan of medicine or physical therapy
- B: diagnose an illness using information from a variety of sources
- C: provide diversional therapy such as painting or music

5. Imagine you work in the agricultural industry. Which of the following tasks would you prefer?

- A: operate and repair machinery
- B: review information about new crops or animal breeds to identify the type best suited to your needs
- C: develop a marketing strategy to make your product more appealing to new customers

Count up how many As, Bs and Cs you selected and provide your score below:

	A	B	C
Score (out of 5)			



Mostly As

You might like practical tasks

Practical tasks focus on what is realistic and what can be done using the tools, materials and people available. People who prefer practical tasks are known for getting things done and pride themselves on having something to show for their efforts. Practical skills are needed in a wide variety of activities including; operating, processing, checking, making, organising, monitoring, persuading, implementing and delivering. A preference for practical tasks can be expressed in a variety of ways; some people are drawn to activities requiring technical expertise or working with machines, while others are more focused on planning, organising and working with people.

People with practical skills are needed across a broad range of industries, including hospitality, manufacturing, primary production, science, medical services, retail, environmental management, sport and fitness, office management and business services.

The practical tasks identified in the quiz occur in the following sample jobs: retail assistant, carpenter or mechanic, insurance claim assessor, nurse and farm hand.

Mostly Bs

You might like analytical tasks

Analytical tasks involve collecting and looking at information to understand how one thing affects another. People who work in this field use job-specific techniques to collect, monitor, understand, recall, assess and analyse information. If you are interested in understanding how things work, how they can be improved or proven or in gathering the information needed to inform this understanding, this field could suit you.

Lots of industries and employers need people with an interest in analysis and science, including health services, research organisations, environmental monitoring and management, marketing companies, law and other professional and business services, manufacturing and trade.

The analytical tasks identified in the quiz occur in the following sample jobs: sales manager, structural engineer, business analyst, medical researcher or medical specialist, farm manager.

Mostly Cs

You might like creative tasks

This field involves an appreciation of design, style, form and beauty and an ability to express this appreciation through the development of products or services. If you are interested in writing, painting, singing, dancing, decorating, designing or performing, this field could suit you. Lots of industries and employers need people with creative and artistic abilities, including entertainment and media, retail, tourism, hospitality and construction, interior design and landscape architecture. Some people use their creative and artistic skills to produce unique products or services that form the basis of their own business. Others use their creative abilities to meet the needs of another purpose, such as advertising and marketing, graphic design, retail or teaching. The creative tasks identified in the quiz occur in the following sample jobs: merchandiser, interior designer or architect, marketing and sales agents and diversional therapist.



Try another way of thinking about your task preferences by completing this table:

Tasks	I like these a lot	I don't mind these	I tend to avoid these
<p>Practical tasks</p> <p>Practical tasks involve focusing on what is realistic and what can be achieved in the present world using the tools, materials and people available.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Analytical</p> <p>Analytical tasks involve collecting and looking at information and building an understanding of how one thing affects another.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Creative</p> <p>Creative tasks involve an appreciation of design, style, form and beauty and an ability to express this appreciation through the development of products or services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Now summarise your task preferences in sentences:

I am a person who likes doing tasks that are:

Times that I've liked doing these sorts of tasks were when:

Times that I did a good job at these sorts of tasks include:

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