



## TOOL | PERSONAL ASSET INVENTORY

Individuals bring a wealth of personal assets to the collaborative table. This tool provides a simple and fun way to inventory the assets of individual team members and determine how they can be used to move the collective work forward.

### THE SIX STEPS TO DEVELOPING A PERSONAL ASSET INVENTORY

- Step 1: Each person is given 6 to 10 post it notes.
- Step 2: Each person puts their name at the top of every post it note and then writes one skill or asset that they can contribute per post it note. Examples of skills or assets can include: good organizing skills; photography skills; access to available meeting space; love of cooking; art skills; etc. Invite people to be creative about the skills and assets they have. (10 minutes)
- Step 3: Each person shares their assets and the group begins to link assets together. (10 minutes)
- Step 4: Table Discussion: What assets do we have? How can these assets be used to advance our collective work? (10 minutes)
- Step 5: Appoint an Asset Manager. This person will be responsible for creating an inventory of the assets that are available and will share this list with the team.
- Step 6: Access the assets as they are needed. Revisit the asset inventory annually.

In 30 minutes, the collaborative team can become energized and motivated. They will learn new things about each other and will better understand the resources and assets that they have available to make their work successful. It is fun to create the inventory but also important to use the results.

*I didn't realize how many connections we had and how many assets we can access.*  
*Participant, Community Sector Council NL workshop*

Appointing an Asset Manager who has the responsibility to bring the Inventory forward when new projects are starting will keep the Personal Asset Inventory a living document.

### ASSET INVENTORY SUPPLIES

Implementing this tool requires post it notes, pens and space. You also need creative thinking, time for conversation and follow up resources.