



## **The SIMA® CAP process:**

Certificate students also do a SIMA (System for Identifying Motivated Abilities) assessment called CAP—Computer-Assisted Pattern. The first step in getting your CAP is to fill out the SIMA® Autobiographical Form. On the average, completing the Autobiographical Form takes 2 to 6 hours. Though, in order to recall achievements, some people choose to think about it over a couple of weeks.

We have provided a hard copy of the form, for you to see the process and to use as a working document, if you desire. However, the final form needs to be in electronic format so that it can be e-mailed back to us. An electronic version of the blank form is posted on the Antioch School website: [www.antiochschool.edu](http://www.antiochschool.edu). If you have trouble accessing the form, please contact Nancy Reed at the Antioch School office, 515-292-9694. The form asks you to record your “stories” or achievement activities that occurred throughout your lifetime—from childhood to present. There are very good instructions and examples included in the form, and we have included, in this notebook, an additional set of examples for your use.

Filling out the Autobiographical Form starts the process. When the form is completed, e-mail the completed form to the Antioch School to [nancy@antiochschool.edu](mailto:nancy@antiochschool.edu). Your achievement summaries and 8 expanded achievements will provide the data for your CAP report. Your CAP will be sent to you in electronic format.

If you have any questions about filling out the Autobiographical Form or billing questions, please don't hesitate to call Nancy Reed at the Antioch School office 515-292-9694.

A CAP is an individualized process, based on your unique achievements and becomes a valuable tool in understanding yourself better and those you work with and live with. Please don't hesitate to call us if you have any questions! We hope you enjoy the process!

## **To Get the SIMA CAP Process Started:**

To get an accurate CAP, we both have a part to play. It starts with getting good data on your Autobiographical Form.

Your part:

- List around 24 Achievement Summaries—something that you think you did well and enjoyed doing. You only need a sentence or two.
- From these summaries, pick 8 Achievements to expand. These are the questions that you need to answer:
  1. What was your achievement? (This is just your summary from above.)

2. How did you get involved?
3. What did you do? This is very important. What would we actually see you doing?
4. What was most satisfying to you?

How do you choose achievements?

- Remember that the “achievement” needs only to have been satisfying to you. Don't worry about whether your achievements might impress someone else. As long as you feel you did something well and found the activity satisfying, it will help your biographer discern your unique motivational pattern. It needs to be significant to you—it doesn't need to be big!
- Try to choose achievements from as many spheres of activity as you can, as long as those activities were deeply satisfying to you. Seeing you involved in different types of activities makes the job of discerning your pattern that much easier.
- Choose achievements from as many different periods of your life as you can—try to include at least one from early childhood and one from your youth. Even in your early childhood years, your pattern was expressing itself!

Our part:

- Receiving Autobiographical Form: When we receive your Achievement “Stories” we will review them for two things:
  1. Did you give us around 24, 1 to 2-line achievement summaries?
  2. For the 8 activities that you expanded, did you address the four questions listed above for each activity: the summary, how you got involved, what you did, and what was satisfying to you?
- We need *your* answers to these particular questions, in order to get the data that is needed to discover your Motivated Abilities Pattern. If we determine that some of those questions need to be addressed more specifically, or we didn't receive enough summaries, we will return your Autobiographical Form to you and let you know where we would like to see more data. We are committed to slowing down the process, if necessary, in order to give you an accurate computer assisted motivated abilities pattern (CAP) in the end. If we return your Achievement Stories to you, please make the additions and try to return them to us within a 2-week period.



### **Additional help in filling out the Autobiographical Form.**

The purpose of SIMA® is to identify your unique God given motivations to take action. The discovery of your unique motivations begins with a process of reflecting on times when you have taken action using your motivated abilities.

Such achievement activities may have occurred in your work, in your home life, or in your leisure time. They may be only a small part of an activity or experience that you otherwise didn't enjoy. The sense of joy, achievement, or success is evidence that your achievement was accomplished according to your unique motivated abilities.

- Reflect on achievements or activities that (1) you believe you were successful in doing, (2) you enjoyed doing, and/or (3) you had a sense of personal satisfaction or achievement in doing.
- Use action verbs to describe what you did to achieve specific things: "I *organized* a women's softball league in my town."
- Do not summarize multiple achievements into a general category: "I really like to plan events." Rather, think of a specific event that you planned: "I planned our senior class trip to Tulsa."
- As you write your achievements, don't attempt to analyze your own pattern or try to discover any sort of summary statement.
- Grammar and prose are not important in this exercise. Pattern analysts are looking for words that describe what you did; therefore, bulleted descriptions are just as valuable (just use all the bullets necessary to describe the actions in detail).
- Write about activities not experiences: "I planned a trip to Europe," rather than "I traveled to Europe and really enjoyed it."
- Choose specific activities not milestones: "I worked as a TA while getting a PhD," rather than "I got my PhD."
- Use activities you can support with examples: "I developed a new mortgage product," rather than "I'm really creative."
- Select activities that were personally satisfying: "I enjoy tutoring algebra students," rather than "Mom is so proud of my school work."

### **Start by capturing a specific action in a one sentence statement.**

*"I built kites with my mother on spring day."*

### **Once you have twenty or so statements, choose your favorite eight and write specifically:**

1. How you got involved in the activities, e.g. "*I became aware that our services did not meet all of our clients needs.*"
2. The details of what you actually did (using action verbs, try to describe what someone would see you doing.)
3. What was particularly satisfying to you, e.g. "*the positive impact on the lives of the employees.*"

## **Full Example:**

### **1. How you got involved in the activities:**

*My friends enjoyed role playing games but really needed someone to act as “game master,” in order to participate.*

### **2. The details of what you actually did (using action verbs, try to describe what someone would see you doing).**

*I learned the game. I read through a thick rule book, learning the various rules. I assembled all the necessary items to play and to keep it all organized. I created an adventure: I came up with a plot and packed it with intrigue, villainy, and plot twists. I created settings. I dreamed up characters. I helped players create their characters. I was there as the expert, assisting them. I was responsible to tell the characters what was happening. I played all the minor characters, told the players what their characters saw and heard, described battle scenes, and interpreted the rules to keep the story moving. I was the center of attention. I brought my idea from the concept stage to execution.*

### **3. What was particularly satisfying to you:**

*Most of all, I enjoyed designing the story.*