Personal SWOT Analysis Worksheet

Instruction- Read the questions and write your answer under each section

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| **Strengths** What do you do well? What unique resources can you draw on? What do others see as your strengths? | **Weaknesses** What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses? |
| 1. I do well on doing different group activities that facilitate discussion and different perspectives. 2. One of the unique resources I can draw on is my strong analytical and problem-solving skills. I have the ability to break down complex problems into manageable parts and find efficient solutions. 3. That I have open perspective to things like how I perceive those around me. | 1. I need to be consistent with my works. 2. I have fewer resources than others is in networking within the industry. While I have built strong connections within my immediate circle, my broader industry network is still developing. 3. Others might see it as a weakness that I sometimes underestimate my abilities and don't always fully utilize them for good. |
| **Opportunities** What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities? | **Threats** What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to? |
| 1. The growing demand in my field presents opportunities for career advancement and new projects. 2. I can take advantage of trends such as the increasing focus on digital transformation and the adoption of emerging technologies in my industry. 3. I can turn my strengths in problem-solving and strategic thinking into opportunities by leading initiatives that require innovative solutions. | 1. If I don’t stay current with new tools and methodologies, I could fall behind and become less competitive in the job market. 2. My competition is actively expanding their skill sets and building strong professional networks. 3. My tendency to underestimate my abilities and avoid taking risks could expose me to the threat of missed opportunities. |