



Personal SWOT Analysis Worksheet

- For instructions on using Personal SWOT Analysis, visit www.mindtools.com/personalswot.

<p>Strengths</p> <p>What do you do well? What unique resources can you draw on? What do others see as your strengths?</p>	<p>Weaknesses</p> <p>What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?</p>
<p>I have a good work ethic: I arrive on time if not early, I leave my personal worries at the door, and I am a great teamplayer.</p> <p>I communicate calmly and efficiently.</p> <p>I stay on task until it is finished but I am also flexible enough to take on a higher priority task first if the need is there.</p>	<p>Organization: keeping notes accordingly, clutter free area.</p> <p>Paying attention to others needs in the moment, I can get very focused on something and not acknowledge someone near me.</p> <p>Confidence: I am quite shy when I need to present something or talk to a group of people.</p>
<p>Opportunities</p> <p>What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?</p>	<p>Threats</p> <p>What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to?</p>
<p>I have taken a few free courses for coding and development.</p> <p>I have the drive to seek out more resources after graduation.</p> <p>I found an amazing school to help me learn quickly and efficiently.</p>	<p>My confidence is a big weakness and might become a threat in an interview setting.</p> <p>My homelessness could pose a threat to my learning and making it to the end of school.</p> <p>The requirement for remote work after I graduate may pose a threat when searching for a job.</p>