

SWOT Analysis

After the first assessment feedback, I realized that I have some issues regarding time management. I wanted to conduct this analysis to find out what my strengths and weaknesses are so that I can focus on improving myself.

Strengths

My own opinion:

- Working individually

Proxy colleague 1:

- Organization skills
- Team Building

Proxy colleague 2:

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Peer 1:

- organized
- empathetic
- accountable

Weaknesses

My own opinion:

- Focusing on details
- Presenting
- Confidence
- Making big decisions

Proxy colleague 1:

- Approaching to a problem
- Confidence in personal opinion

Proxy colleague 2:

- Worrying about tasks I am not responsible for
- Setting priorities

Peer 1:

- Sharing your thoughts

Opportunities

My own opinion:

- Proxy responsibilities: *If I keep a good balance between Proxy, school, and my personal life, the experience I get working with Proxy would help me a lot with professional skills.*

Proxy colleague 1:

- Lead a team
- Organize events

Proxy colleague 2:

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Peer 1:

- Structured workflow
- Bridge in communication
- Responsible

Threats

My own opinion:

- Proxy responsibilities: *Having too many tasks may affect my efficiency in school projects.*

Proxy colleague 1:

- Problematic team members
- Making a very important decision

Proxy colleague 2:

- Wasting time by doing the tasks I am not responsible for

Peer 1:

- Missing out on solutions and thoughts

Outcome:

According to the input received so far, I should be improving myself in the following matters:

- Confidence
- Setting priorities
- Knowing my responsibilities

I am already getting over this confidence issue by presenting, and expressing my opinion more often.

About setting priorities, I need to put my focus on school projects instead of proxy work. I am planning to do this by defining my responsibilities in proxy with sharp lines. In this way I will not spend my time on tasks I am not responsible for.

Reflection:

By this analysis, I got reminded my strengths and weaknesses. I will try my best to keep the strengths, and improve in topics mentioned in weaknesses. I remember making this analysis in my first semester, and I can see that I have already improved a lot since then.