MindTools
Essential skills for an excellent career

Worksheet

Personal SWOT Analysis Worksheet

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

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?
I am naturally a creative problem solver and I take pride in my ability to be an "active" listener. These two skills combined have helped me overcome many obstacles at work and in life. I have had the unique opportunity of growing up in a working-class town, working for my father, then venturing off on my own and into boardrooms. From work boots and hardhats to collared shirts and ties. This diverse working background has given me insight and understanding of the business world from planning to implementation. My peers would say that I am extremly creative. Art has always been a big influence in my life and I enjoy being able to bring that influence into my work.	An area I could improve in is Public Speaking. I enjoy learning new skills that push me to be better. Motivational speaking is something I have thought about trying. Learning to motivate and encourage others is a skill I would like to learn. Where I feel that I have fewer resources compared to others is in education. Earning a bachelor's degree (or even a Masters) is still on my list of goals. Others may see a weakness in how hard I can be on myself. This has been a lifelong struggle of mine and I actively work on this short coming.
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?
As a developer, I am looking forward to exploring how to improve apps and GPS safety devises. I am an active outdoor enthusiast and have an interest in tech in the outdoors. Outdoor lifestyle trends are areas I think I could take advantage of. My adventurous lifestyle gives me a unique perspective on the wants and needs of the market. I am extremely interested in moving into a team lead position. I feel that I have a knack for seeing people and their talents strategically. Pairing the right tasks with people's strengths empowers themselves to take pride in their work and do their best. I would like to be a part of that.	I am getting older and incredibly talented kids are moving into the work environment. This fact could influence potential employment offers. Team leadership positions are going to individuals with a higher education level. I fear that my experience will not be enough to land the job I feel I would excel at. The threat of being in competition with younger, more talented, and highly educated individuals can exasperate my tendency to be hard on myself.

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