

Personal SWOT Guide

<h3>Strengths</h3> <p>Everyone has a unique set of strengths and talents. To define yours, think about the following:</p> <ul style="list-style-type: none">• What am I good at?• What skills do I have that make me unique?• What has been my greatest achievement?• What professional qualities do I have?• What do my colleagues and/or family members admire about me? <p><i>Example: I'm a compassionate person, I ask good questions, I'm organized, I'm good at fixing computers, and I cook well.</i></p>	<h3>Weaknesses</h3> <p>These are personal attributes that may be considered faults or weaknesses. Think about the following:</p> <ul style="list-style-type: none">• What am I not very good at?• What tasks do I usually avoid because I don't feel so capable of doing them well?• What do people around me consider to be a weakness of mine?• What are my negative work habits? (Being late, being disorganized, having a bad temper, not being very good at managing stress, etc). <p><i>Example: I am not a very good leader, and I don't know how to delegate tasks well. I am almost always late. I don't like math and don't think I'm good at it.</i></p>
<h3>Opportunities</h3> <p>These are attributes that go beyond the individual and that can be advantageous or useful.</p> <ul style="list-style-type: none">• Is there a way I can create an opportunity for myself by taking advantage of one of my strengths? Or if I work on eliminating one of my weaknesses?• Can I get a better education? (Take online classes, attend a workshop, etc.)• Who can help me to reach my goals?• What trends do I see in my profession, and how can I prepare better for my work and that field? <p><i>Example: I could fix computers in the community as a small business and teach my partners how to do it. I could sign up for free online classes or watch videos on YouTube to learn more about how to fix computers. My uncle knows a lot of people who work in the area and can put me in touch with them.</i></p>	<h3>Threats</h3> <p>These are external factors that may work against you which could be harmful or threatening. Consider these questions:</p> <ul style="list-style-type: none">• What might affect me in a negative way in the near future? Is there any way I can prepare for it?• Are there economic circumstances that affect me in a negative way?• Are there new technologies that I don't know how to use but which are very common in the field of work I want to be in? <p><i>Example: It is possible that advances in technology would eliminate my future job position. In order to be hired or promoted in the field I'd like to work in, I need to become fluent in a language I don't speak.</i></p>