

Personal S.W.O.T. Analysis – A Self-Assessment Tool

A personal SWOT analysis helps you to make the most of your talents and know how to deal with shortcomings and challenges. Use this analysis to create a strategic plan for your personal growth in a work setting. Search “personal SWOT analysis” to learn more.

S – Identify your **strengths**.

- Strengths are specific to you - focus on the strengths that set you apart from others.

W – Review your **weaknesses**.

- These weaknesses are not your interview answer. These are for your eyes only, so truthfully list where you need work.
- “Strength is not born from strength. Strength can be born only from weakness. So be glad of your weaknesses now, they are the beginnings of your strength.” – Claire Weekes

O – Define **opportunities** available to you.

- These are mostly professional opportunities, but also think about personal opportunities that could support your professional life.
- E.g. you could start flying drones as a hobby, then get certified and list that as a skill on your resume.

T – Understand your potential **threats**.

- Threats are usually external.
- Threats can be general or specific to a situation.

See the next page for an example of a handwritten SWOT analysis or search for an online template to take you through each step.

Take some time to fill out each section, and then apply this information to your current situation. In order to reach your goal, do you need to make changes to your current behavior, habits or skillset?

Use this structured self-evaluation whenever you have a specific challenge to address or as an assessment tool for personal growth anytime!

Now that you know more about yourself through this SWOT analysis, you can set SMART goals for yourself to take advantage of your strengths/opportunities and manage your weaknesses/threats.

Example Personal S.W.O.T. analysis

Goal: Personal Growth

Strengths

- I like to stay organized.
- I work well under pressure.
- I am quick to learn new concepts.
- I get along well with others.
- I am able to take a class to learn a new technology setting me apart from my competition.
- The SME Mentor Match provides opportunities to learn and practice new skills!

Opportunities

Weaknesses

- I am impatient, which leads to me losing interest in projects half-way through.
- I shy away from new technology and focus on what I know.
- I don't know much about budgeting.

Threats

- Competition for jobs near where I live is high
- I complete projects more slowly than my colleagues

Now: create S.M.A.R.T. goals to take advantage of strengths/opportunities + manage weaknesses/threats...