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# Personal SWOT

## Instructions

**List your personal strengths.** These are your personal skills: credentials and other features that give you an advantage or competitive edge in the workforce. Examples could include your education: specialized knowledge and your network of contacts. Do not write down every skill you have; only list the ones that you feel separate you from your peers. (10) (20) (30) (40) (50) (60) (70) (80) (90) (100)

**List your weaknesses.** Your weaknesses are the deficiencies or limitations that you have compared to others in your intended field of work. These weaknesses can indicate where you need to make improvements if you want to have a competitive chance of advancing in your career. (10) (20) (30) (40) (50) (60) (70) (80) (90) (100)

**List your opportunities.** These can include internships, leadership or performance learning opportunities. Be sure to think about all the opportunities available to you: even those you do not think you want to pursue. These are things that may help you to succeed. (10) (20) (30) (40) (50) (60) (70) (80) (90) (100)

**List threats that could limit your ability to succeed.** Examples could include a limited number of job openings. You should include any external barriers that may threaten your ability to get a job. (10) (20) (30) (40) (50) (60) (70) (80) (90) (100)

Positives

Negatives

<p>Strengths (Internal)</p>	<p>Weaknesses (Internal)</p>
<p>Opportunities (External)</p>	<p>Threats (External)</p>

## Strategy/Action Plan

Write a strategy/action plan in the form of goals and objectives based on your strengths: weaknesses: opportunities and threats. Use this strategy to guide what you will do next.

Write 1 goal/objective that will get you to your overall career goal. These should be specific actions you will take to enhance the positives and diminish the negatives in your (B! T analysis. Be experiences you will add to your .tool %o&/ to make you more competitive in the 00% market and prepare you for professional success\$.

Goals must be in S, A- T

- reflection/Things to Ponder

I am happiest when I amJ..

I do my best work whenJ..

+y biggest motivator isJ..

+y closest friends and family would describe me asJ..

-people I most admire includeJ..

+y greatest strengths includeJ..

If I had to choose today: I would become a 7777777777777777 becauseJ..