



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?
<p>In line with strengths, I am patient and detail-oriented with astute communication skills. With my fluency in communication, I have the potential to lead and motivate people around me. Besides, I am an analytical thinker, a faster learner, and a consistent individual. These aspects bolster my skills in solving problems because I can learn things faster, remain consistent, and analyze issues to offer solutions. These skills have the potential to help me at the workplace when doing my routine work.</p>	<p>While I am endowed with various strengths, I am also deterred by a few weaknesses. For instance, I focus too much on details up to a point of being fixated if I fail to attain my goal on a particular task. This has the potential to hinder me from multitasking or even taking longer than usual to complete tasks. In addition, I am a monolingual. This aspect hampers me from effectively interacting with others resulting in issues with my colleagues at the workplace.</p>
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?
<p>On opportunities, I am quick to detect an opportunity and grasp it. For instance, while I am at the workplace, I am open to novel vacancies where I try my luck for higher pay. I engage in varied trainings both in and out of the workplace to widen my knowledge regarding my career. Besides, I am furthering my studies to ensure that I am adequately equipped with the knowledge and skills to deliver my duties as expected. I also live in New York where I believe there are multiple job opportunities. In addition, my capacity to network and communicate puts me at the right place to partake in trainings and find more job opportunities.</p>	<p>While I am advantaged with strengths and opportunities depicted, I face threats such as Covid-19, competition, and shortage of resources. With the upsurge of Covid19 cases, businesses are closing down, and this is affecting me from networking freely to secure more opportunities. Another threat is a lack of vast experience on my field of interest resulting in heightened competition from those that are more experienced.</p>