



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?
<ol style="list-style-type: none"> 1. I Understand better when I am taught hands on. I like knowing what are my tasks and how to accomplish them. 2. I am a bilingual person I speak English and Fluent Bengali 3. My previous coworkers have said my greatest strength is working under pressure. They have said I excel when it's a team oriented environment and I work better when I communicate with my colleagues. 	<ol style="list-style-type: none"> 1. I need to improve on my attention span. I have a very short attention span and that's what I need to focus on. 2. I am not as good with arts and crafts. I lack creativity which needs improvement. 3. What others see my weakness as is my tendency to stay quiet sometimes. They say sometimes I stay too quiet and too myself. Being social more is something I need to improve on.
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?
<ol style="list-style-type: none"> 1. The oppurtunities that are open to me are working a cellphone business, My family owns a couple and I plan to continue it. 2. The current trend where everyone needs technology nowadays to utilize anything. Phone stores will continue to grow because we use it daily. 3. I can turn my strengths into great oppurtunities by applying them into the work field that I intend to get into. 	<ol style="list-style-type: none"> 1. Threats that can harm me is my lack of communication with my coworkers. 2. My competition would be trying to outsell me 3. My weaknesses can expose me to lack of communication