

# YOUR PERSONAL S.W.O.T. ANALYSIS

Professional Development Day 2015

STRENGTHS INVENTORY	WEAKNESSES INVENTORY
<ul style="list-style-type: none"> <li>☞ What degrees, certifications, connections, travel experience, languages, achievements, technical knowledge stand out?</li> <li>☞ What do other people say you do well? Look back on assessments, grades, evaluations, comments.</li> <li>☞ What are your personal Core Values?</li> <li>☞ What 3 things do you do better than anyone, do as well as anyone, or simply love to do?</li> <li>☞ DO NOT BE MODEST! Be a marketer!</li> </ul>	<ul style="list-style-type: none"> <li>☞ Know yourself: what areas do you see as weak. Be objective.</li> <li>☞ What kinds of jobs and tasks do you avoid due to a lack of confidence, skill, or preference?</li> <li>☞ Ask people you trust to share their lists of areas that need improvement.</li> <li>☞ Look around you. What do other people have mastered that you haven't?</li> </ul>
OPPORTUNITIES INVENTORY	THREATS INVENTORY
<ul style="list-style-type: none"> <li>☞ What are the Mega-trends in your industry? In your company? Up and down the supply chain? Any opportunity for "spin-offs?"</li> <li>☞ What would you do if you knew you couldn't fail? What can you do or what can you learn that will open doors to new possibilities?</li> <li>☞ What is your network telling you?</li> <li>☞ Are there people in your organization or other organizations retiring soon? Is there a succession plan?</li> <li>☞ Are there volunteer opportunities to expand your contacts, skills, knowledge, and experience.</li> </ul>	<ul style="list-style-type: none"> <li>☞ What do "they" got that you haven't got?</li> <li>☞ Anything about you, your job, your organization or your industry that may become obsolete?</li> <li>☞ Do you only think of improvement, not of transformation?</li> <li>☞ Consider a threat as an invitation to MOVE!</li> </ul>

# YOUR PERSONAL S.W.O.T. PLAN

STRENGTHS	WEAKNESSES
<p>How are you going to leverage your strengths? Write 3 goals.</p>	<p>What are you going to do to mitigate your weaknesses? Write 3 goals.</p>
OPPORTUNITIES	THREATS
<p>How are you going to take advantage of the opportunities? Write 3 goals.</p>	<p>What are you going to do about the threats? How are you going to translate them into opportunities for improvement? Write 3 goals</p>

*“Even if you are on the right track, you will get run over if you just sit there!” Will Rogers*