

Personal SWOT Analysis

Self assessment is an important skill to develop for lifelong learning. To do this effectively you need to be able to critically evaluate your own performance and be able to confidently articulate your strengths and weaknesses. The purpose of the Decida personal SWOT analysis is to provide you with a framework to support this process of self assessment. Draw the following great or use the template provided to capture your responses to the questions below.



Questions to get you started

S	<ul style="list-style-type: none"> • What do you do best? • What unique knowledge, talent, or resources do you have? • What advantages do you have? • What do other people say you do well? • What resources do you have available? • What is your greatest achievement?
W	<ul style="list-style-type: none"> • What could you improve? • What knowledge, talent, skills and/or resources are you lacking? • What disadvantages do you have? • What do other people say you don't do well? • In what areas do you need more training? • What customer complaints have you had about your service?
O	<ul style="list-style-type: none"> • How can you turn your strengths into opportunities? • How can you turn your weaknesses into opportunities? • Is there a need that no one is meeting that you could meet? • What could you do today that isn't being done? • How is your workplace changing? How can you take advantage of those changes? • Who could you support? How could you support them?
T	<ul style="list-style-type: none"> • What obstacles do you face? • Could any of your weaknesses prevent you from meeting your goals? • Who and/or what might cause you problems in the future? How? • Are there any standards, policies, and/or legislation changing that might negatively impact you? • Are there changes in your field or in technology that could threaten your success?

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