

PERSONAL SWOT ANALYSIS

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STRENGTHS

1. What is the positive trait that I am proud of?
2. What do I think is my greatest achievement so far?
3. What do other people see as my strong trait?
4. What advantages do I have that others don't?
5. What qualities do other people admire in me?
6. What are my core values?
7. What resources do I have that help me to be better?
8. What am I good at naturally?
9. Which skills did I develop myself?
10. Do I influence anyone with my strength?
11. What are my professional skills?
12. What projects have I completed successfully?

WEAKNESSES

1. What are the things I am afraid of?
2. Where do I lack talent the most?
3. Which resources do I lack the most?
4. What do I do badly?
5. What am I avoiding the most?
6. What do I need to improve the most?
7. Where do I lack confidence?
8. What disadvantages do I have?
9. Which personal traits are holding me back?
10. In which areas do I need to get better?
11. What do other people see as my weakness?
12. What are my negative habits?

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OPPORTUNITIES

1. What are the biggest changes that take place in my life right now?
2. Who can help me to achieve my goals?
3. What do I hope for?
4. Is it possible to work on myself?
5. Who can support me?
6. Do I have any plans for the future?
7. Can I acquire new skills? (Which one?)
8. Can the internet and new technology help me to develop myself?
9. Is there someone who inspires me or I can take an example from?
10. How can I turn my weaknesses into opportunities?
11. How can I turn my strengths into opportunities?
12. What can I do now that I have been postponing for a while?

THREATS

1. What is the biggest external factor stopping me from achieving my goals?
2. What obstacles do I face at this moment in personal life?
3. Is there a specific person who is stopping me from success or happiness?
4. Is the economy of my country or political situation somehow affecting my well-being?
5. Do I surround myself with people who could be affecting me negatively?
6. What are the new skills that I do not master?
7. Which obstacles are affecting me daily?
8. Are any of my weaknesses my threat?
9. What are the negative factors that I have no control over?
10. Do any of my strengths prevent me from succeeding?
11. Do I have obligations that limit my self-development?
12. Am I trying to do something that others expect me to or be someone others want me to be?

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MATCH

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CONVERT

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Recommendations

When conducting SWOT analysis first step is answering some questions to identify our strengths, weaknesses, opportunities, and threats. If you won't manage to answer everything right away, you can take your time. Try to be as objective as possible during the process, as if you are analyzing someone else.

Be honest and focused, don't worry if it takes some time. It really matters that everything is done correctly and not because you have nothing else to do right now. Think over and over and don't be afraid to contemplate a little bit.

Once you are done answering the questions, the next step in SWOT analysis is matching and converting. Matching means connecting two categories, let's say strengths and opportunities or weaknesses and threats to understand what you need to work on. Converting is turning negative into positive.