



Y.A.2 MAKE A CHANGE

Worksheet for Personal SWOT Analysis

SWOT analysis is a useful method for understanding your strengths, weaknesses, opportunities, and threats. This worksheet will help you to analyse your characteristics, goals, and obstacles, and thus make better decisions and plan your personal development. You can use SWOT analysis in other activities, such as researching problems in the community, developing a social idea, etc.

Instructions:

Complete the answers to each question honestly and thoroughly. Think about your experiences, skills and areas you want to improve.

1. Strengths

Consider your personal and professional advantages. These are your talents, skills, competencies, knowledge, qualities, and everything you consider your strong side.

2. Weaknesses

Consider your limitations and areas where you can improve. Weaknesses are anything that might make it difficult for you to achieve your goals or succeed in some situations.

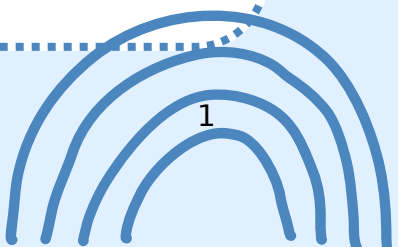


3. Opportunities

Opportunities are all the external circumstances that can help you with personal or professional development. These are the chances you could use to achieve your goals.

4. Threats

Threats are all external factors that could make it difficult to achieve your goals. Think about the obstacles that can slow you down or make your progress difficult for you.

This example will help you reflect and fill in personal SWOT analysis.





Power (What do I do well?)

What skills do I own and what am I good at?
What activities do I do with ease or better than others?
What are my talents or tendencies?
What do others (friends, family, mentors) consider my strongest sides?
Which successes have I achieved that I am proud of?
What resources and support can I always rely on?

Weaknesses (What do I have to improve?)

In which areas do I feel insecure or less experienced?
What is the hardest for me to do and why?
How can my attitude or behavior sometimes be an obstacle?
What skills or knowledge do I find insufficiently developed?
What do I most often avoid doing because I think I'm good enough at?
What should I work on the most to improve my abilities?

Opportunities (How can I take advantage of opportunities?)

Are there educational or work opportunities near me that I can use?
What's new happening in my community or industry that could benefit me?
Is there a person or mentor in my network that I can learn from?
What new trends can improve my skills or interests?
How can I expand my contact network?
What additional skills or knowledge could I learn to improve my chances of success?

Threats (What can distract me?)

Are there any economic or social factors that could interfere with my development?
What kind of competition do I face in achieving my goals?
What external situations or conditions can negatively affect my progress?
Are there any liabilities or responsibilities that take away time and energy?
Are there risks or changes in the industry or community that could create problems for me?
In what ways can my own fears or insecurities become a threat?





Instructions:

1. Think about each of the following categories.
2. Start filling in the table by answering the questions within each section.
3. Continue with the reflection on how you can use your strengths, improve weaknesses, take advantage of opportunities, and deal with threats.

Strengths:	Weaknesses:
Opportunities:	Threats:

After you finish with the SWOT analysis, look at all your answers and think about strategies you can use to improve your strengths, eliminate or reduce weaknesses, take advantage of the opportunities you have, and reduce threats. Consider the following steps to improve:

- 
- 
- 1. How can I use my strengths to improve my weaknesses?**
 - 2. How can I use opportunities to overcome threats?**
 - 3. What specific goals do I want to set based on this analysis?**
 - 4. What activities can I take immediately to achieve these goals?**
