**Personal SWOT Analysis Skill Development**

Skills to Develop

**Strengths**

**Weaknesses**

**Opportunities**

**Threats**

1-3 Year Targets

* One year out, what would you like to be doing differently?
  + Start on new skills trainings
  + New ideas to share with others
  + Building your business network
  + Establishing reputation
  + Demonstrating leadership

3-5 Year Targets

* Details of plans that will take more time to implement?
* Stretch your goals
  + Set goals in areas that might be more ambitious
  + These plans should align with your long-term goals below
  + Include personal ambitions

Current Position

* Quick wins
  + Short steps towards goals
  + Tangible actions
  + Making headway on your plan
  + Gaining experience
  + Adding skills to resume

**Long-term Career Questions to Ponder**

* Are there other roles you would like to explore?
* Are there skills you lack, that would help you grow into the position you want?
* Do you have entrepreneurial ambitions?
* Are there opportunities you can explore at your current company?
* Is there a career that might be a better fit for the type of work you are good at?
* What transferable skills do you want to develop that will open more doors?
* Do you want to lead teams?
* Are you ready for a leadership position?
* Ever feel like you have a book in you? Or feel like public speaking might be fun?
* Do you like to work alone or as part of a larger team?

**Personal Goals Questions to Ponder**

* What are your work/life balance goals?
* Where (city, state, country) do you want to work?
* Do you want adventure or stability?
* Do you want to travel?
* What “other” parts of yourself do you want to develop?
* If money were not an issue, what would you be doing today? Can you add some of that now?
* What types of adjustments do you want to make in your career to allow for more leisure, hobby time, or quality family time?

**Long-term Career Answers**

**Personal Goals Answers**