Text Box Week 1: SMART Goals **Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text.

**Directions**: Understanding your strengths (S), weaknesses (W), opportunities (O), and threats (T) is crucial to your personal growth. Identify yours by completing the four quadrants of this Personal SWOT Analysis worksheet. Use bullets for each item in the quadrants; you can use phrases or sentences for each bullet. Each quadrant should have a minimum of **three** bullets. Arrange your bullets from most to least important; the most important bullet starts at the top of each quadrant.

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| --- | --- |
| **Strengths** | **Weaknesses** |
| [Describe your strengths **here**. What do you do well? What personal qualities do you have that people admire? What professional qualities do you have?] | [Describe your weaknesses here. What do you not do so well? What do you try to avoid doing? What scares you? What causes you to fail?] |
| **Opportunities** | **Threats** |
| [Describe your opportunities here. What options are open to you that would provide opportunities? What could you do to capitalize on your strengths? What could you do to improve your weaknesses? Who could help you?] | [Describe your threats here. What are your obstacles that you can’t control? What might stand in the way of your success?] |