

## Introduction

For my first assignment in my Business Management course I was asked to do a personal SWOT analysis. A personal SWOT analysis is a method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats of oneself. Many businesses are using this method to evaluate themselves as well as their competitors. A personal SWOT analysis to me is a way to make you do some critical thinking. You really have to take the time to figure out what you or others may consider to be your strengths, weaknesses, opportunities and threats. This project is a great way for someone to learn something new about themselves, identify my weaknesses, and try to improve them.

“The result of this evaluation is the definition of your personal life style.” I believe this to be true. When doing your personal SWOT analysis you are defining who you are and what you have become in life. The lifestyle you live includes your Strengths, Weaknesses, Opportunities, and Threats.

## References:

Rampersad, H. K. (2010). Beyond the Secret. *Personal Excellence*, 15(11), 1-2.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>I have great organizational skills. In my job, there is always something to be done and the work piles up on my desk. At the end of each workday each file or piece of paper that was placed on my desk has been documented in my inventory spreadsheet. Even if I don't get a chance to do anything with the file I always document what I have and when it was received. I love using Excel spreadsheets for everything. At home I can be pretty annoying as to the way I want things and how or where things belong as I try to organize everything.</li> </ul>	<ul style="list-style-type: none"> <li>I prefer to work independently. I may not be the best team player. I never feel like anyone can do something the way I do it. I constantly take over work assignments that should initially go to my counterpart because I know I can get it done faster and correctly.</li> </ul>
<ul style="list-style-type: none"> <li>My husband considers me to be a great cook. I love trying new recipes and putting a twist on it and for some reason the food always comes out great. My specialty right now is Hispanic food (Dominican, Mexican, &amp; Puerto Rican) and Italian food. I enjoy making my own sauce for our pasta dishes,</li> </ul>	<ul style="list-style-type: none"> <li>Public speaking is something I need to improve on. I tend to get nervous and start sweating before and during any presentation I need to give. I have given many presentations at work but my anxiety gets the best of me at times. I feel like people are staring at me and criticizing me. I always look at the floor</li> </ul>

<p>salsa for our tacos, and sofrito for our other foods. My mom is an amazing cook and I made sure I take advantage of her knowledge.</p>	<p>or read directly from my paper when giving a speech. Eye contact is something I try to avoid because it causes me to stutter.</p>
<ul style="list-style-type: none"> <li>Strength of mine is that I am a perfectionist. I have to go over things I do multiple times to make sure everything is the way it is supposed to be. I cannot submit work that I am not 100% sure is correct, I hate making a mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>Being late is another weakness of mine. I am a last minute person. Every morning I am supposed to be out of my house at 7am and I wake up 30 minutes before having to leave and try to do it all. Of course, I never make it to work on time. I don't only do this with work but in my personal life as well. I always believe I have more time than I actually do and constantly show up at least 15 minutes late to everything. This is one thing I know I have the ability to correct,</li> </ul>
<p><b>Opportunities</b></p>	<p><b>Threats</b></p>
<ul style="list-style-type: none"> <li>Because of the nature of my work, I interact with federal clients, which may serve as employment opportunities. There are several agencies in the building I work in. Our customers come and to inform us of any issues or file a complaint and I usually resolve these matters which make them notice my exceptional customer service skills.</li> </ul>	<ul style="list-style-type: none"> <li>Everyone in my office has a college degree. Not having a college degree is something that has stopped me from advancing in former jobs. I believe when the opportunity arise for a promotion someone less knowledgeable about the position will get it over me because I do not have a degree.</li> </ul>
<ul style="list-style-type: none"> <li>I have the opportunity to take free certifiable training. These classes helped give my new skills, which made me more of an asset at my job and are transferable. I am currently taking COR (spell it out) classes which will lead to me becoming a certified Federal Contracting Officer which is beneficial and will help with future job prospects in other federal agencies.</li> </ul>	<ul style="list-style-type: none"> <li>As a mother, I find that others sometimes have a biased perception towards me because I have young children. Due to this factor I must always work harder than everyone else.</li> </ul>
<ul style="list-style-type: none"> <li>My office environment provides opportunities for innovation. Because of this, I was able to develop new office procedures geared towards efficiency and increased customer satisfaction using the resources available (technology, application of skills learned from training)</li> </ul>	<ul style="list-style-type: none"> <li>As a contracted employee, I don't have as much job security as the individuals I work with. Some of the contractors in the agency I work for have received calls during the day notifying them their services were no longer needed. I always fear that it could happen to me.</li> </ul>

## Conclusion

In doing my personal SWOT analysis I realized there are areas I need to work on. My main weakness is that I despise public speaking. This is something that can also be a threat to me. I know I can overcome my weakness with a little bit of practice. I believe people get comfortable with the environment they are in and who they have become that most do not bother to become better. My strengths and opportunities are very positive things that I am proud of. I believe the resources I have available to me help me maintain my strengths. Education seems to be my biggest threat. In today's world education is a major criteria to advance in the work place and it something I am working on, but it does take time. In my current work environment I have been lucky to work in a place that provides you training in every field that is a part of the agency (property management, acquisition, lease administrators, and project managers), which has broaden my knowledge and can be a great strength in other career opportunities.

“Whether you're mulling over a major career change or have your sights set on becoming an HR director in a top five legal firm, carrying out a SWOT analysis will give an in-depth focus on areas that need attention as well as provide a footing for a personal development or career action plan.” I agree with this statement. Figuring out your strengths and weakness can help you learn what you need to improve to become better. I happen to be a person that's not always on time for work which is something I need to work on in order to advance in my career path.

References:

Beagrie, S. (n.d.). In *How to conduct aSWOT analysis*. Retrieved September 15, 2014

Brooks, C. (2013, November 27). Personal SWOT Analysis: Finding Your Career Strengths & Weaknesses. In *Business News Daily*. Retrieved October 1, 2014

Rampersad, H. K. (2010). Beyond the Secret. *Personal Excellence*, 15(11), 1-2.

This study resource was  
shared via CourseHero.com