

STRENGTHS

- What are you good at?
- What do you do better than other people you know?
- What do you know that you can achieve successfully if given the task?
- What do you think others would see as your strengths?
- What types of things to people often give you compliments on?
- What do you really enjoy doing?

WEAKNESSES

- What weaknesses do you see in yourself?
- What do you know that you are not good at?
- Are there any skills that you wish you had?
- What do you think others would identify as your weaknesses?
- What areas could you improve in?

OPPORTUNITIES

- Is there something that you do well that you are not taking full advantage of?
- Is there an area of strength that could be further developed?
- Where are the key areas of improvement?
- Are there areas that you can potentially up skill in?
- Can you do a course or ask someone for help?
- Can you outsource something that you are not good at?
- Look at each strength and weakness and look for the opportunity to build on a strength or work on eliminating a weakness

THREATS

- What are the consequences if you do not address some of the weaknesses?
- What outside influences may hinder your progress in certain areas?
- What could happen if you do not make necessary changes?
- What things could threaten you achieving your goals that are outside of your influence?