

STRENGTHS

Identify your **key strengths** personally and professionally.

WEAKNESSES

Identify areas of your personal and professional profile that **require further development**.

OPPORTUNITIES

Identify **current and future opportunities** for you personally and professionally.

THREATS

Identify factors that could **hinder you** in achieving your personal and professional progress.

REFLECTIONS

Reflect on the information you have summarised in your SWOT analysis. List down any observations that you can make in the information you have collated. **You might also talk with someone else (eg. Mentor) about what they observe in the information** you have collected in your SWOT Analysis.

ACTIONS

What **actions are you going to take** as a result of this activity?

Action	By When

GENERAL NOTES
