# Personal SWOT Analysis

**Purpose:** This document is intended to help individuals perform a personal SWOT analysis by identifying key internal (Strengths & Weaknesses) and external (Opportunities & Threats) factors affecting their personal or professional growth.

## Participant Information

**Name:** {name}

**Date of Analysis:** {date}

## SWOT Matrix

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| {#strengths}   * {item}   {/strengths} | {#weaknesses}   * {item}   {/weaknesses} |
| **Opportunities** | **Threats** |
| {#opportunities}   * {item}   {/opportunities} | {#threats}   * {item}   {/threats} |

## Summary and Reflections

**Key Strengths to Leverage:***{keyStrengths}*

**Primary Areas for Improvement:***{primaryWeaknesses}*

**Top Opportunities to Pursue:***{topOpportunities}*

**Major Threats to Address:***{majorThreats}*

## Action Plan

{#actions}

1. **{goal}:** {actionStep}

{/actions}

*End of SWOT Analysis for {name}.*