**SWOT Analysis - Your Career**

**Things You Control**

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| --- | --- | --- | --- |
| **Rank** | **Your STRENGTHS** | **Your WEAKNESSES** | **Rank** |
|  | Skills related to your field | Skills related to your field |  |
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|  | Management | Management |  |
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|  |  |  |  |
|  | Teamwork | Teamwork |  |
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|  | Communication | Communication |  |
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|  |  |  |  |
|  | Technology - (software, Internet telecommunications, etc.) | Technology - (software, Internet telecommunications, etc.) |  |
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|  | Social | Social |  |
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|  | Personal Areas Family/Friends/Spiritual/Financial/Health | Personal Areas Family/Friends/Spiritual/Financial/Health |  |
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Look at your skills and abilities in your personal and professional life. Where are you now? What are your strengths? What are your weaknesses? List them under the major headings, then rank them from the strongest to the weakest. Once you know your strengths and weaknesses, you will know what areas to promote and can formulate your goals for where you would like to be.

**SWOT Analysis - Your Career**

**Things You Don't Control**

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| **Rank** | **OPPORTUNITIES you can use** | **THREATS that face you** | **Rank** |
|  | Economy/ Demand for jobs | Economy/ Demand for jobs |  |
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|  | Social Trends | Social Trends |  |
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|  | Political (government or workplace) | Political (government or workplace) |  |
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|  | Technology | Technology |  |
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|  | Advancement Availability | Advancement Availability |  |
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|  | Location (Job, Geography) | Location (Job, Geography) |  |
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|  | Workplace Culture | Workplace Culture |  |
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|  | Required Education | Required Education |  |
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Look at the factors above and list items that have an impact on your career. Look at the career you want. What is the education that you need? Can you get a job anywhere or only in a certain part of the country? Do you want to work in a office environment or can't stand the thought of being tied down all day? Is the industry you are aiming for in a growth spurt, or are there too many qualified people now? These are all factors that you can't control which will influence your career. Rank them from highest impact to lowest. Knowledge of these issues can help you make better decisions.