

SWOT Self-Assessment Worksheet

Bluebird Leaders Mentorship Program – February Cohort Instructions:

This exercise is designed to help you reflect on your current status and identify key areas for growth and improvement during the Bluebird Leaders Mentorship Program. Complete this worksheet thoughtfully, keeping in mind your career development, personal growth, and overall objectives. Use the insights gained to build your 90-day SMART goals roadmap. You'll revisit this exercise midway through the program to track your progress, celebrate gains, and realign your milestones.

Step 1: Reflect on Your Current Status

Take some time to think about where you currently stand in your career and personal development. Then, complete the sections below by brainstorming honestly and thoroughly.

Strengths

What are your strongest skills, talents, and qualities? What advantages do you have that set you apart in your career or personal development?

Examples:

- Strong communication skills
- Expertise in a specific technology or industry
- High adaptability and problem-solving ability

List your strengths here:

- _____
 - _____
 - _____
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Weaknesses

What areas could use improvement? What challenges or skills gaps are holding you back from reaching your full potential?

Examples:

- Difficulty with time management
- Limited public speaking experience
- Need for deeper technical knowledge in a specific area

List your weaknesses here:

- _____
 - _____
 - _____
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Opportunities

What opportunities exist for growth, learning, and advancement in your career or personal life? What external resources or support systems can you leverage?

Examples:

- Access to mentorship through this program
- Industry trends that align with your skills
- Networking opportunities or professional development events

List your opportunities here:

- _____
 - _____
 - _____
-

Threats

What external challenges or potential obstacles could prevent you from achieving your goals? Are there risks in your current environment or industry?

Examples:

- Economic uncertainty in your field
- High competition for certain roles
- Limited access to resources or connections

List your threats here:

- _____
- _____
- _____

Step 2: Analyze Your Insights

Review your answers to identify patterns or critical areas for focus. Ask yourself:

1. How can I use my strengths to overcome weaknesses or threats?
 2. Which opportunities can I prioritize to create positive momentum?
 3. What actions or habits can I develop to address my weaknesses or minimize threats?
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Step 3: Use This as a Foundation for SMART Goal Setting

Now that you've completed your SWOT assessment, use your insights to create a 90-day SMART Goals Roadmap:

- **Specific:** Focus on one or two key outcomes you want to achieve.
 - **Measurable:** Set clear criteria for progress and success.
 - **Achievable:** Choose goals that are realistic and within your control.
 - **Relevant:** Align your goals with your career and personal development priorities.
 - **Time-Bound:** Set a clear timeline for achieving each milestone (e.g., within 90 days).
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Step 4: Mid-Program Reassessment

You'll revisit this SWOT exercise midway through the program to reflect on your progress, celebrate successes, and identify new areas for improvement. Ask yourself:

What has improved since my initial assessment?

What new opportunities or challenges have emerged?

How can I realign my milestones to stay on track toward my overall objectives?

Example Layout for SMART Goals Roadmap (Post-SWOT)

Goal	Action Steps	Deadline	Progress Tracking
Example: Build public speaking confidence	Attend a workshop, practice presenting	90 days (preferably insert a date here)	Track # of presentations

	3 times, ask for mentor feedback		completed and feedback received
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Final Thoughts:

Use this worksheet as a tool for self-reflection and accountability throughout the program. By staying honest with yourself and regularly reassessing your progress, you'll maximize the impact of this mentorship experience and achieve measurable growth in both your career and personal development

See SWOT Follow-Up Action Guide on the next page for additional guidance.

SWOT Follow-Up Action Guide

(To accompany the SWOT Self-Assessment Worksheet as a resource.)

Step 1: Turn Strengths Into Action

Your strengths are your foundation. Think about how you can actively apply them to achieve your goals. Use the questions below to brainstorm action steps that maximize your strengths.

- **Questions to Consider:**
 - How can I use my strengths to tackle my current challenges or weaknesses?
 - Which of my strengths are most valuable in achieving my 90-day goals?
 - How can I highlight my strengths in my day-to-day work, mentorship sessions, or networking opportunities?
 - **Examples of Action Steps for Strengths:**
 - *Strength: Strong communication skills → Action: Volunteer to lead a team presentation to showcase my skills and build visibility.*
 - *Strength: High adaptability → Action: Take on a stretch project that requires learning new skills or processes.*
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Step 2: Address Weaknesses With Intentional Effort

Weaknesses aren't roadblocks—they're opportunities for growth. Identify one or two areas to improve and create a specific plan to address them.

- **Questions to Consider:**
 - What's one small, achievable action I can take to improve this weakness?
 - Is there a resource (e.g., mentor, course, book) that can help me strengthen this area?
 - How can I reframe this weakness as a learning opportunity?
 - **Examples of Action Steps for Weaknesses:**
 - *Weakness: Difficulty with time management → Action: Use a time-blocking template to structure my day and track productivity.*
 - *Weakness: Limited public speaking experience → Action: Join a Toastmasters group or practice presenting in small, low-stakes settings.*
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Step 3: Seize Opportunities to Create Momentum

Opportunities are your chance to grow and expand. Identify the most relevant opportunities in your SWOT assessment and take proactive steps to capitalize on them.

- **Questions to Consider:**
 - Which opportunity aligns most closely with my goals, and how can I prioritize it?
 - How can I leverage this mentorship program to unlock opportunities?
 - What relationships, events, or resources can help me take advantage of this opportunity?
- **Examples of Action Steps for Opportunities:**

- *Opportunity: Access to mentorship in this program → Action: Schedule monthly check-ins with my mentor to ask specific questions and request feedback on my progress.*
 - *Opportunity: Networking opportunities → Action: Attend two professional events this month and connect with at least three new people.*
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Step 4: Mitigate Threats With a Proactive Plan

Threats are external challenges that you can manage or minimize with careful planning. Consider how to address these risks and keep them from derailing your progress.

- **Questions to Consider:**
 - *What's within my control when it comes to this threat?*
 - *What's one action I can take to reduce the impact of this challenge?*
 - *Who or what can help me navigate this threat effectively?*
 - **Examples of Action Steps for Threats:**
 - *Threat: Economic uncertainty in my field → Action: Upskill by taking a relevant online course to stay competitive in the job market.*
 - *Threat: High competition for certain roles → Action: Refine my LinkedIn profile and resume to stand out and apply to five new roles this month.*
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Step 5: Combine Your Insights Into Actionable Goals

Now that you've identified action steps for each SWOT category, integrate them into your SMART Goals Roadmap. Focus on building momentum by addressing one or two priorities at a time.

- **Example SMART Goals Based on SWOT Insights:**
 - *Goal: Build public speaking confidence.*
 - *Action Steps: Volunteer to give a presentation at work, attend a public speaking workshop, and ask my mentor for feedback on a practice presentation.*
 - *Deadline: Within 90 days.*
 - *Goal: Leverage mentorship opportunities to advance my career.*
 - *Action Steps: Create an agenda for mentorship sessions, ask my mentor for feedback on my career plan, and attend a professional networking event recommended by my mentor.*
 - *Deadline: Within 60 days.*
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Step 6: Track and Reflect on Progress

Use the following table to track your action steps and reflect on your progress throughout the program. Revisit this regularly to make adjustments and stay aligned with your goals.

Action Step	Category (S/W/O/T)	Deadline	Progress/Notes
<i>Volunteer to lead a presentation</i>	<i>Strength</i>	<i>February 28, 2025</i>	<i>Completed presentation on X topic; received positive feedback.</i>
<i>Join Toastmasters group</i>	<i>Weakness</i>	<i>March 15, 2025</i>	<i>Attended first meeting, practiced a 5-min speech.</i>
<i>Attend networking event</i>	<i>Opportunity</i>	<i>February 20, 2025</i>	<i>Met 2 new contacts in my industry.</i>
<i>Take an online upskilling course</i>	<i>Threat</i>	<i>March 30, 2025</i>	<i>Enrolled in a course on data analysis; 20% completed.</i>

Final Thoughts for the Action Guide

Your SWOT assessment is more than a reflection tool—it's a roadmap for action. As you work through your action steps, be intentional, track your progress, and celebrate your wins along the way. Remember, growth happens one step at a time, and this mentorship program is here to support you in achieving your goals.
