



“Long-term, we must begin to build our internal strengths. It isn’t just skills like computer technology. It’s the old-fashioned basics of self-reliance, self-motivation, self-reinforcement, self-discipline, self-command.”

*Steven Pressfield, Author*

## **ASK YOURSELF: BUILD SELF AWARENESS**

Feedback is very important when identifying our strengths and opportunity areas, but so is relying on ourselves - our intuition and our own self assessment.

In this section, you’ll answer a series of questions that will help you identify your strengths and opportunities.

- You should spend about 30 to 45 minutes filling out this section.
- Be thoughtful and don’t rush through the questions, but also don’t overthink it. Write what comes to mind. Done is better than perfect!
- If you get stuck or have a question, share with the community.
- Save this worksheet in an accessible place as you’ll have to access it again soon.

## STRENGTHS

Your strengths should guide the specific job role that you pursue - they're the HOW in the golden circle. Once you're clear on your strengths, you'll also communicate your value with confidence and focus your personal brand.

**(1)** To your own knowledge and experience, what are you good at? Reflect on moments at work or outside of work when you feel your best. Don't be shy or humble, and if you need ideas, see the appendix on the last page.

**(2)** To build on the above, review your resume, school and work history. What stands out? What type of work is most common? *E.g. management, coordinating teams, speaking, writing, leading others.*

**(3)** When reviewing this history, during which moments did you feel most empowered and confident? List the specific activities and how you felt.

**(4)** When do *others* compliment you the most (e.g. family, friends, colleagues)? What are the activities you're participating in?



“My attitude is that if you push me towards something that you think is a weakness, then I will turn that perceived weakness into a strength.”

*Michael Jordan, Athlete*

## WEAKNESSES + OPPORTUNITIES

Getting clear on your weaknesses and opportunities is important for two reasons: (1) you can understand if you're doing work that's in alignment with your natural talents and/or (2) you can learn what's holding you back from leveling up in your career.

**(1) To your own knowledge and experiences, what are your opportunity areas or weaknesses? See appendix for ideas.**

**(2) Go back to your resume, school and work history. Name any experiences or activities that you've dreaded performing. Why did you dread it? How did it make you feel?**

**(3) How have you tackled opportunity areas or weaknesses in the past? (e.g. delegate a certain task, work through it with a manager, or read books, articles to improve upon that weakness.)**

**Awesome Job!    You're almost done with strengths & opportunities! Remember \*Done is Better Than Perfect\***

## Appendix

### A short list of strengths and opportunities to get you thinking

Organization  
Building Relationships  
Negotiation  
Big Picture Thinking  
Writing  
Drawing  
Language  
Singing  
Dancing  
Performing  
Communication  
Connector  
Sales  
Creative  
Speaking  
Positive attitude  
Negative attitude  
Fast learner  
Leadership  
Coming up with new ideas  
Team-building  
Community-building