

## Strengths and Weaknesses Exercise

### Strengths:

• Public Speaking	• Writing	• Self-Management
• Networking (person to person)	• Networking (in the virtual world)	• Critical Thinking
• Decision Making	• Math	• Research
• Accounting	• Finance	• Legal
• Marketing	• Advertising	• Graphics
• Music	• Art	• Drawing
• Photography	• Woodworking	• Video Creation
• Website	• Wisdom	• Programming
• Jokes / Humor	• Creativity	• Innovation
• Trouble-shooter	• Foreign Language	• Money Management
• Sign Language	• Enthusiasm	• Teaching / Training
• High Energy	• Negotiating Skills	• Planning
• Leadership	• Listening	• Reading
• Persuasive	• Ability to deal with Failure	• Typing
• Initiative	• Strategic Planning	• Intuition
• Imaginative	• Future Thinking	• Analyzing the Past
• Personal Productivity	• Time Management	• Financial Planning
• Ability to spot new trends	• Raise Money	• Inspiring
• Story Telling	• Ability to make Friends	• Communication Skills
• Project Management	• SEO	• Sales
• Problem Solving	• Computer Literacy	• Detail Orientation
• Social Networking	• Logistics	• Social Intelligence
• Relieve Stress	• Asking Questions	• Volunteering
• Risk Management	• Hiring / Recruiting	• Self-Control
• Health / Fitness	• Reliability	• Dexterity
• Juggling	• Magic	• Singing
• Visualization	• Adaptability	• Inventiveness
• Imagination	• Athleticism	• People Judgment
• Awareness	• Integrity / Honesty	• Empathy
• Self-Discipline	• Encouraging	• Software
• Computers / IT	• Affiliate systems	• Financial Management
• Human Resources	• Meeting management	• Learner
• Polyglot (learn/know a many languages)	• Systems management	• Brainstorming
• Positivity	• Making Connections	• Ability to focus
• Ability to handle Change	• Conflict Resolution	• Self-Assurance
• Maintenance / Routine Tasks	• Fairness	• Coaching
•	•	•

What do you do well?

What do you do better than others?

What unique skills and talents do you have?

What do others see as your strengths?

What are you proud of?

What do you like about yourself?

What do you enjoy doing?

**Your 5 Strategies to Enhance your Strengths:**

- **Become a Subject Matter Expert.** If you are already good at something, don't stop there. Get certified, gain knowledge and experience, become an expert in that area.
- **Create a Community of Practice.** Create a group of like-minded individuals that can meet and share best practices.
- **Let everyone know about it.** Start a blog or a podcast that highlights and shows off your strength.
- **Become a Mentor:** Help with knowledge sharing by becoming a mentor.
- **Raise your hand.** When the opportunity arises to use this strength, a project at work or in your community, raise your hand.

What strategies and actions could I apply here? Using the 5 strategies above or some of your own, come up with at least one strategy and one action for your top 2 Strengths.

**Strength:**

**Strategy:**

**Action:**

**Strength:**

**Strategy:**

**Action:**

**Weaknesses:**

• Not taking criticism well	• Impatient	• Lazy
• Easily bored	• Procrastinate	• Persistent
• Takes things personally	• Strong willed	• Passive
• Does not like conflict	• Shy	• Lethargic
• Long-term planning	• Strict	• Short-sighted
• Selfish	• Focusing on small details	• Takes blame for others
• Being straight forward	• Greedy	• Delegating tasks
• Needs to be right	• Stubborn	• Multitasking
• Allows emotions to show	• Blunt	• Presenting
• Impulsive	• Bossy	• Takes on too much
• Follow-ups	• Aggressive	• Takes too many risks
• Critical of others	• Passive	• Works too much
• Perfectionist	• Fearful	• Self-critic
• Trouble with teams	• Close-minded	• Unorganized
• Does not like pressure	• Easily distracted	• Lack of attention to detail
•	•	•

What could you do better? What do you avoid?

Where do you have less skill or talent than others?

What are others likely to see as weaknesses?

What do you need to face up to?

**Your 5 Strategies to Wipe Out Weaknesses:**

- **Lower your standards.** Stop expecting so much of yourself. If you really need to - get a LITTLE better at it and choose to be happy with that.
- **Design a Support System.** Simply create a personal process or system that helps you manage around your weakness.
- **Overwhelm the weakness.** Be SO GOOD at something else that it simply doesn't matter.
- **Educate yourself.** Take a course, find a mentor or another resource to help you learn more about what you aren't good at.
- **Just STOP DOING IT!!** Why try so hard to be better at something you're not good at when you could use your time using a strength, learning something new or simply having fun?

What strategies and actions could I apply here? Using the 5 strategies above or some of your own, come up with at least one strategy and one action for your top 2 Weaknesses.

**Weakness:**

**Strategy:**

**Action:**

**Weakness:**

**Strategy:**

**Action:**

**Notes:**