

S.E.E.K. – Mapping your journey to success

The S.E.E.K. tool is your guide to unlocking a deeper understanding of yourself and your path forward. Like an explorer charting new territory, S.E.E.K. empowers you to map your internal landscape, navigate your external world, and discover the knowledge you need to reach your goals.

This tool provides a framework for conducting a personal SWOT analysis, focusing on self-awareness, exploration, evaluation, and knowledge acquisition. It's a dynamic process that empowers you to take ownership of your personal and professional development.

Remember:

This tool is a dynamic process. You can revisit it regularly to reassess your situation, adjust your course, and continue your journey of self-discovery. Be honest and compassionate with yourself throughout the process and embrace the opportunity for growth and learning.

Let's get started!

S. Self-Awareness. Uncover Your Internal Landscape

Strengths: What are your inherent talents, skills, and positive qualities? What do you excel at? What do you do well? What unique resources can you draw on? What resources do you have access to? What do others see as your strengths? What advantages do you have that others don't have (for example, skills, certifications, education, or connections)? What do you do better than anyone else? What personal resources can you access? What do other people (and your boss, in particular) see as your strengths? Which of your achievements are you most proud of? What values do you believe in that others fail to exhibit? Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

Weaknesses: What are your limitations, areas for improvement, or potential blind spots? Where do you struggle? Where do you have fewer resources than others? What are others likely to see as weaknesses? What tasks do you usually avoid because you don't feel confident doing them? What will the people around you see as your weaknesses? Are you completely confident in your education and skills training? If not, where are you the weakest? What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)? Do you have personality traits that hold you back in your field?

E. Explore. Scan for Opportunities

Opportunities: What external factors or situations could you leverage to your advantage? What opportunities are open to you? How can you turn your strengths into opportunities? What new technology can help you? Do you have a network of strategic contacts to help you, or offer good advice? What trends (management, technology, or otherwise) do you see in your organization, and how can you take advantage of them? Is there a need in your organization or industry that no one is filling? Do your clients, customers, patients, or vendors complain about something in your organization? If so, could you create an opportunity by offering a solution?

E. Evaluate. Assess and Adjust Your Course

Threats: What external challenges or obstacles could hinder your progress? What potential risks do you need to be aware of? What factors are beyond your control? What is your competition or other organizations doing? What threats do your weaknesses expose you to? What obstacles do you currently face at work? Are any of your colleagues competing with you for projects or roles? Is your job (or the demand for the things you do) changing? Does changing technology threaten your position? Could any of your weaknesses lead to threats?

K. Knowledge. Map Your Path Forward

Actionable Insights: Based on your SWOT analysis, what key insights have you gained? What knowledge do you need to acquire or develop to address your weaknesses, capitalize on opportunities, and mitigate threats?

Resources and Strategies: Where can you find the information, skills, or support you need? What specific strategies can you implement to move forward effectively?