

1) DESCRIPTION OF THE TOOL

The SWOT skill questionnaire is all about perception and guidance of personal emotions and your own personality. It is capable to give you feedback on your emotional intelligence. Neurosciences show that emotionality is a huge aspect for oneself and in social interaction.

2) OBJECTIVES OF THE TOOL

The three main objectives of the skill are:

- focus on your strengths
- minimize your weaknesses
- manage and eliminate threats

3) CONNECTION OF THE TOOL WITH THE SKILL

We build emotional states giving **COHERENCE** to any emotion, sustaining it in time and in the same way in four dimensions: thoughts, feelings, actions and words.

When we know well our strengths, weaknesses, opportunities and threats, it is much easier to intervene in that circle of coherence of the emotional cycle.

4) RESOURCE MATERIALS

Use the attached form (last page),

5) HOW TO APPLY THE SKILL

Write down as many answers as you can to the following questions:

Strengths:

It is important that this list is as wide as possible.

- What resources do you have that will help you achieve the goal?
- What knowledge do you have regarding your goal?
- What lived experiences can help you in this new objective? How can they help you?
- What capacities do you have?
- Who can help you achieve your goal? How will she/he help you?
- What things did you do well as a child?
- What things or activities are you good at?
- When you work in a team, what do well that people recognize?
- Which activities do you enjoy in which you spend several hours of your day?
- What do you do easily?

It is important to make a large list, in order to make you aware of your resources in the starting point. This will contribute to raise your self-esteem and be able to undertake your action plan with a positive emotional state.

Opportunities:

What do you not have now, that you need to achieve your goal?

- What resources do you need?
- What information do you lack?
- What knowledge do you lack?
- What capacity should you acquire to achieve the objective?
- Who will you have to meet?
- What do you still need to achieve your challenge? - What do you gain if you achieve the goal?

Weaknesses:

- What prevents you from achieving your goal?
- What limitations do you find that may prevent you from reaching your goal?
- What are you afraid of?
- What blocks you?
- What prevents you from moving forward?

- What hinders your path?
- What internal barriers prevent you from reaching your goals?

Threats:

What will prevent you from achieving your goal?

- What limitations will you find that may prevent you from reaching your goal?
- What do you fear?
- What can appear on your way that will prevent you from moving forward?

6) WHAT TO LEARN

It is a very recurrent tool in Emotional Intelligence, because it works the interpersonal and intrapersonal plan and also because it looks for an honest and complete analysis of the individual or the team, since on the one hand it works on the most negative or dangerous plot (Weaknesses and Threats) , but on the other hand it also emphasizes the positive aspects (Strengths and Opportunities) that will make the client focus not only on the weak points, but also on the strong ones always focused on an objective previously established.

BY RECOGNIZING YOUR WEAKNESSES AND STRENGTHS YOU CAN REALIZE THE WAY YOU ARE GIVING MEANING TO THINGS.

Write at least three concepts in each of the sections, which may be related to each other or not.

Personal SWOT analysis

Strengths	Weaknesses
...	...
...	...
...	...
...	...

Opportunities	Threats
...	...
...	...
...	...
...	...

