

## **SWOT ANALYSIS WORKSHEET**

### **STRAIGHT-A GUIDE — SUPPLEMENTAL RESOURCE**

#### **FACILITATOR NOTE**

This worksheet supports the Awareness, Accountability, and Application lessons of the Straight-A Guide. It helps participants assess their current situation honestly by identifying internal strengths and weaknesses, as well as external opportunities and threats. Staff should focus on clarity, realism, and effort rather than optimism or writing style.

This resource may be used independently, in small groups, or as part of reentry or planning programs.

#### **INSTRUCTIONS FOR PARTICIPANTS**

Progress requires realism. A SWOT analysis helps you see yourself and your environment clearly so you can make better decisions. This is not about judgment or blame. It is about awareness and strategy.

Be honest. Overstating strengths or ignoring risks limits growth.

#### **STEP 1: STRENGTHS (INTERNAL ADVANTAGES)**

Strengths are abilities, habits, skills, or resources you already possess.

Examples include:

- » Strong work ethic
- » Educational progress
- » Supportive family or mentors
- » Consistent routines
- » Writing or communication skills
- » My current strengths are:

#### **STEP 2: WEAKNESSES (INTERNAL LIMITATIONS)**

Weaknesses are areas that require improvement or discipline.

Examples include:

- » Poor follow-through
- » Gaps in education or skills

- » Impulsive decision-making
- » Health or fitness challenges
- » Difficulty managing time
  - » My current weaknesses are:

### **STEP 3: OPPORTUNITIES (EXTERNAL FACTORS THAT HELP)**

Opportunities are conditions or resources you can use to advance your goals.

Examples include:

- » Access to programs or courses
- » Time to focus on self-development
- » Supportive staff or peers
- » Educational materials
- » Reentry preparation resources
  - » Current opportunities available to me include:

### **STEP 4: THREATS (EXTERNAL RISKS OR OBSTACLES)**

Threats are external forces that could interfere with progress if ignored.

Examples include:

- » Negative peer influence
- » Limited job prospects
- » Unstable housing plans
- » Substance abuse triggers
- » Poor time management environments
  - » Current threats I must account for include:



## STEP 5: STRATEGIC REFLECTION

Answer briefly and honestly:

- » Which strength can I use to offset a weakness?
  
- » Which opportunity can I leverage immediately?
  
- » Which threat requires the most attention right now?

## STEP 6: ACTION AND ACCOUNTABILITY

Choose one strategic adjustment you will make this week based on your SWOT analysis. My adjustment is:

- » How will you document this adjustment?
  - » ☐ Journal entry
  - » ☐ Profile update
  - » ☐ Written log
  - » ☐ Worksheet follow-up

## WEEKLY REVIEW

Did increased awareness improve my decision-making this week?

- » ☐ Yes   ☐ Partially   ☐ No

What will I pay closer attention to next week?

## OPTIONAL EXTENSION

- » Participants may revisit this worksheet monthly as circumstances change. Documented SWOT analyses support accountability, points, and leader-board placement by demonstrating strategic awareness and sustained effort.

