

A SWOT analysis – My Academic Skills

Think about your own academic skills.

Strengths

What am I already good at?

Weaknesses

What skills do I need to develop?

Opportunities

What support and resources are available to help me improve?

Threats

What challenges could affect my success?

Strengths	Weaknesses
Opportunities	Threats

Instructions

Reflect honestly on your current academic skills and experiences.

There are no right or wrong answers.



Record at least 3 examples in each section.

S – Strengths

What academic skills are you already confident in?

Think about:

- Organisation
- Time management
- Reading
- Writing
- Communication
- Teamwork
- Technology
- Research
- Presentation skills

Reflect

- What do I do well in my studies?
- What positive feedback have I received?
- Which tasks do I find easier than others?
- What skills do I bring from work or previous education?

Examples

I am good at meeting deadlines.

I am confident using Microsoft Office.

I participate actively in class discussions.

I am organised and keep detailed notes.

I communicate effectively with others.

My Strengths:

1.

2.

3.

W – Weaknesses

Which academic skills need development?

Think about:

- Referencing
- Academic writing
- Critical thinking
- Confidence
- Research
- Reading journal articles
- Managing workload
- Independent learning

Examples

I struggle with Harvard referencing.

I find academic journal articles difficult to understand.

I leave assignments too late.

I lack confidence when speaking in class.

I am unsure how to evaluate sources critically.

Reflect

- Which academic tasks do I avoid?
- What feedback have I received previously?
- Which skills make me feel less confident?
- What do I find challenging?

My Development Areas:

1.

2.

3.

O – Opportunities

What support and resources are available to help you succeed?

Remember:

University support exists to help you develop.

Successful students use support before problems become barriers.

Reflect

- What support services are available?
- What training could help me?
- Who could I ask for support?
- What learning resources have I not explored yet?

Examples

- Academic and Info Skills Units
- Referencing support from librarians
- One-to-one support meetings
- Visiting a library
- Moodle study resources

My Opportunities:

1.

2.

3.

T – Threats

What could affect your academic success?

Think about:

- Time pressures
- Motivation
- Confidence
- External commitments
- Study habits

Examples

- Working long hours alongside study.
- Poor time management.
- Lack of confidence.
- Procrastination.
- Family commitments.
- Difficulty balancing responsibilities.

Reflect

- What gets in the way of studying?
- What causes stress or anxiety?
- What habits affect my productivity?
- What challenges do I face outside university?

My Challenges:

1.

2.

3.

Reflection

Review your SWOT analysis.

Which strength will help you most this year?

Which weakness would have the biggest impact if improved?

Which opportunity will you use first?

Which threat should you manage proactively?