

Understanding my Weaknesses

Explore your weaknesses - areas that limit you in what you choose to do, and also areas that you want, or need, to improve or develop. Identify ALL your different potential areas, not just areas of work, that potentially constrain you.

01

WEAKNESSES IN HOW YOU WORK: Consider the below areas of work proficiency - which ones do you struggle with or just cannot do well, no matter how hard you try. Circle 1-3 in the list below and if you need to, add your own in the empty spaces.

Inefficient	Difficult to stay focussed	Unproductive	Ineffective	Decisive
Working alone and not collaboratively	Difficulty solving problems	Unreliable	Diligent	Unprofessional
Not adaptable	Not trustworthy	Meet commitments	Undisciplined	Time Management
Illogical	Inconsistent	Inflexible	Impatience	Procrastination
Uncooperative	Perfectionism	Not good in a crisis	Not assertive	Self-critical
Delegation	Conflict avoidant	Communication		

02

YOUR VALUES THAT CAN MAKE YOU LESS EFFECTIVE: Circle your values that you hold closely that have potential to get in your way of being effective. If your values aren't listed, add them in the empty spaces. Circle 1-3 in the list below.

Ambition	Credibility	Empathy	Responsibility	Strength
Hard work	Discipline	Humility	Efficiency	Kindness
Dependable	Diligence	Loyalty	Caring	Honesty
Collaborating	Respect	Positivity	Creativity	Generosity
Happiness	Capability	Fairness	Trustworthiness	Reliability
Adaptability	Success	Meet commitments	Flexibility	Resilience
Generosity	Consistency	Dignity	Tolerance	Integrity
Professionalism	Prudence	Justice		

03

YOUR WEAK TECHNICAL AREAS: Think about areas of technical competence or specialisation that you struggle with and is an obstacle to you progressing (a weakness). Also, if there is an, as yet, undeveloped area of your job skill, then record this also (an area for development).

Area of weakness:

Area to develop:

04

AREAS TO DEVELOP, HOW YOU WOULD LIKE TO BE DIFFERENT: Do you have any traits that you would like to develop in yourself?

Consider the list below and pick 1-3 if there are any areas you would like to develop. Write your own in the empty spaces provided if needed.

Intelligent	Inspiring	Friendly	Flexible	Strong
Ambitious	Resilient	Curious	Diligent	Confident
Responsible	Hard working	Consistent	Helpful	Assertive
Motivated	Dynamic	Optimistic	Pragmatic	Kind
Gentle	Sympathetic	Useful	Visionary	Level-headed
Witty	Spiritual	Resourceful	Respectful	Cooperative
Collaborative	Courageous	Humble	Empathetic	Honest
Dependable	Creative	Decisive	Disciplined	Reasonable
Generous	Focussed	Spontaneous	Loyal	Caring
Happy	Relaxed	Prudent	Adventurous	Enthusiastic
Reliable	Adaptable	Capable	Energetic	Trustworthy
Generous	Tolerant	Structured	Adaptable	

05

WEAKNESSES IN YOUR EXPERTISE: These are not your technical capabilities, but other areas of how you operate at work and in life. Circle 1-3 you struggle with or would like to develop. If needed, add your own in the empty spaces provided.

Customer service	Communicating with people	Time management	Solving Problems	Decision making
Writing	Organisation	Administration	Fixing things	Leadership
Dealing with conflict	Organising people	Organising events	Critical thinking	Teamwork
Creativity	Attention to detail	Negotiation	Project management	Process improvement
Change management				

06

YOUR WHOLE OF PERSON WEAKNESSES: Consider all 5 lists above and record below 1 from each list - 5 of your weaknesses that are part of who you are.

My integrated, whole -person weaknesses & areas I would like to develop are: