

Action plan



Assessing your own strengths and weaknesses

Business leaders often find themselves hurtling from one task to another. There are fires to put out, plus staff to support and a burgeoning email inbox to tackle. It's hard to get out of the day-to-day of running a business. However, sitting down and reflecting on your own strengths and weaknesses can help you free up time, decide what to delegate and determine how you could improve as a leader.

- **Effort:** Medium
- **Impact:** High

Actions:

Create a list of 3-5 situations you've struggled with and those in which you've excelled over the past 12 months, including a one or two-line explanation for each.

- **Impact:** Low
- **Suggested duration:** 4 days
- **Why this will help:** Brainstorming the situations that have been challenging will help you spot commonalities. Similarly, knowing where you've excelled will help you define your strengths. An adviser or mentor can help.

Get to the root cause of the situations you've struggled with and establish where your common weaknesses are.

- **Impact:** Medium
- **Suggested duration:** 5 days
- **Why this will help:** Probing what skills or personality traits contributed to these examples will show you where you could improve.

Use a skills gap analysis to assess your own strengths and weaknesses, identifying both emotional and practical aspects that you need to work on.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** Completing a formal exercise will highlight key skill sets you need to develop and get you thinking about which ones you should prioritise.

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Work out where to focus your energy to increase the focus on strengths, and work on your weaknesses or start delegating.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** Business leaders are time poor, so it's important to prioritise. What weaknesses do you need to work on? How can you better leverage your strengths? Do particular weaknesses point to activities you should delegate?

List the weaknesses you're going to work on and talk to an adviser or peer to get ideas on how you can improve – and create accountability.

- **Impact:** High
- **Suggested duration:** 12 days
- **Why this will help:** Creating a summary will help you plan the steps forwards. Talking to peers allows you to sense check your assessment and get ideas. Meeting regularly, and getting them to push you on your progress, will build accountability.

How will I know if my action plan is working?

Way to measure success

Quarterly review of challenging situations.

Why this metric?

Writing down the challenges you've faced allows you to see if you've made progress on your strengths and weaknesses, plus it can be cathartic.

How do I start tracking?

Set a reminder to evaluate your challenges every quarter.