

Book about me

Motivated by Change – Working Life Skills of the Future



Nosta osaamistasi
ja vahvista itseäsi

Pehmeät taidot työelämän supervoimana / Soft skills as working life super power ©
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This booklet opens the door to a journey of self-knowledge, allowing you to focus entirely on yourself. It functions like a guide that walks by your side during the course and at home, helping you explore yourself and your goals. The first step towards achieving your dreams is to create a dream map. A dream map is a powerful tool that helps you clarify your goals and dreams. It encourages you to see them as concrete images and words.

Once you see your goal on paper, it starts to take shape and becomes clearer in your mind. Once you have set your goal, you can start to reflect the things you need to develop against it. During this course, you may find that you need to strengthen or develop some skills or qualities to achieve your goal. This process will not only help you grow and develop; it will also bring you closer to your goal. You will have the opportunity to reflect and evaluate yourself honestly, without pressure or criticism.

This booklet is not only your guide to self-knowledge, but also your permission to focus on yourself and your needs. It is a space where you can explore your inner self, your dreams and your potential. It is a reminder that you have the right to feel, think and grow. Each page you fill in is a step closer to a better version of yourself, and it is a precious gift to give yourself.

Remember that this is a journey that takes time, and while it may be challenging, it will definitely be rewarding.

COPS:

Fill in the COPS analysis on page 52 during the course. After each task, write down the issues that support and prevent your goal. After each task, it is important to consider what you have learnt about yourself. For more detailed instructions, see page 52.

At the end of the course, we use the analysis to create concrete steps to achieve your goal.

The Nova training is funded by The Service Centre for Continuing Learning and Employment. The service centre promotes the competence development of the working-age population and the availability of a skilled workforce. The service centre is run by the Finnish Ministry of Education and Culture and the Finnish Ministry of Employment and the Economy.

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My power phrase:

My name:

.....

My education:

.....

.....

My previous work experiences:

.....

.....

What I value in working life

What I value outside of work

Where am I now

**Where will I be in
5 years**

My hobbies as a child

My hobbies now

What kind of soft skills have I learnt from my hobbies?

This or that

Choose the option that best describes you

- | | | | | |
|-----------------------|---|-----------|--|-----------------------|
| <input type="radio"/> | Coffee room discussions | vs | Communication through Zoom | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Fashionably late | vs | Always on time | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Perfectionist | vs | Thrives in chaos | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | No need to write it down,
I'll remember it | vs | I swear on notes
and calendars | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Lunch at a restaurant | vs | Home-made lunch | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Speed | vs | Accuracy | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | I don't mind working
on holiday | vs | My holidays are
for relaxing | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Coffee powers my work | vs | Going forward with
the power of the tea | <input type="radio"/> |
| | | | | |
| <input type="radio"/> | Multi-tasking champion | vs | One task at a time | <input type="radio"/> |
| | | | | |

Draw yourself and your superpowers on this picture. You can write your merits on the cape and your hero's name in the bubble, for example. Do you have a helper or a pet? Draw them in the picture too, if you want.



What kind of a superhero would you be?

Reflect on the soft skills you think you are good at. What kind of a superhero would your powers make you? Who could the superhero help? What kind of good deeds would it do?

We only have one rule for this task: have fun and do not let creativity blockers distract you from your work!

**Dream map:
Visualise
your goal.**

The dream map is a powerful tool to help you make your dreams concrete and set goals. Start by thinking about what you truly want to achieve in life. Next, collect images and texts related to your dreams.

Arrange them on the map below, add creative details and feel joy and gratitude as you visualise your goals. Place the map in a prominent place so that it reminds you of your dreams every day. Update the map as needed. The dream map will help you stay motivated and focused on achieving your dreams.

OCEAN model

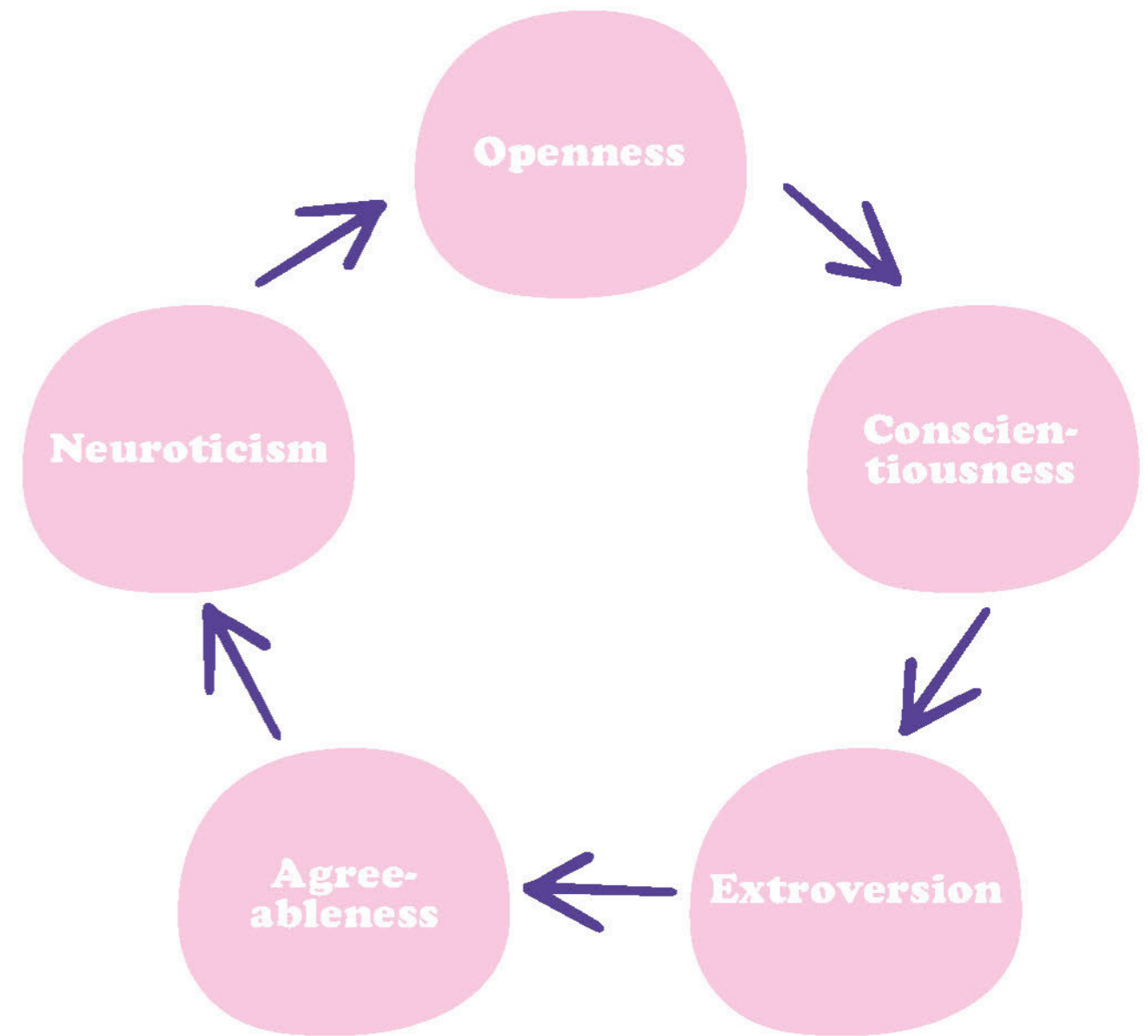
Openness is categorised as one of the five personality traits in the Big Five personality model (the OCEAN model)

According to the theory, the subcategories of openness are:

**Imagination
Creative
Emotional
Adventurous
Intelligent
Liberal**



Are you interested in testing all five areas?
Free Big Five Personality Test - Accurate scores of your personality traits



Consider your own level of openness using the OCEAN model on a scale of 1–5.

Imagination (various levels of imagination, perceiving/not perceiving the world, orienting/not orienting towards facts rather than imagination).

Creative (internalisation and appreciation of art and beauty; aesthetic sensitivity).

Emotional (awareness of your feelings; expressing them openly).

Adventurous (eager to try new things and activities; prefers/does not prefer the familiar and routine).

Intelligent (enjoys/does not enjoy abstract ideas, intellectual exercises, dealing with intellectual questions. In the OCEAN model, intelligence focuses mainly on attitudes, which is an ability, rather than on pure intelligence).

Liberal (challenges/does not challenge authority, consistency, stability and security).

Rate your openness, with 1 being the lowest level and 5 the highest.

	1	2	3	4	5
Imagination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adventurous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intelligent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Liberal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



What kind of things could you try that you would not normally do?

For example, trying a new hobby, watching a different genre of film, speaking in public, volunteering or even participating in events.

If you normally only go to rock shows, try going to a jazz concert for a change. Think about how this experiment made you feel.

Learning from the past and building a future

Describe at least three important events that have led to a change, such as education, employment, relationships and important changes.

Think about what life felt like then and what it feels like now. Did it perhaps lead to something good or teach you something important?

Change

How did you feel about the change?

Its impact on the present

What did it teach you?

How do you feel about the change now?

Change:

How did you feel about the change?

Its impact on the present

What did it teach you?

How do you feel about the change now?

Change:

How did you feel about the change?

Its impact on the present

What did it teach you?

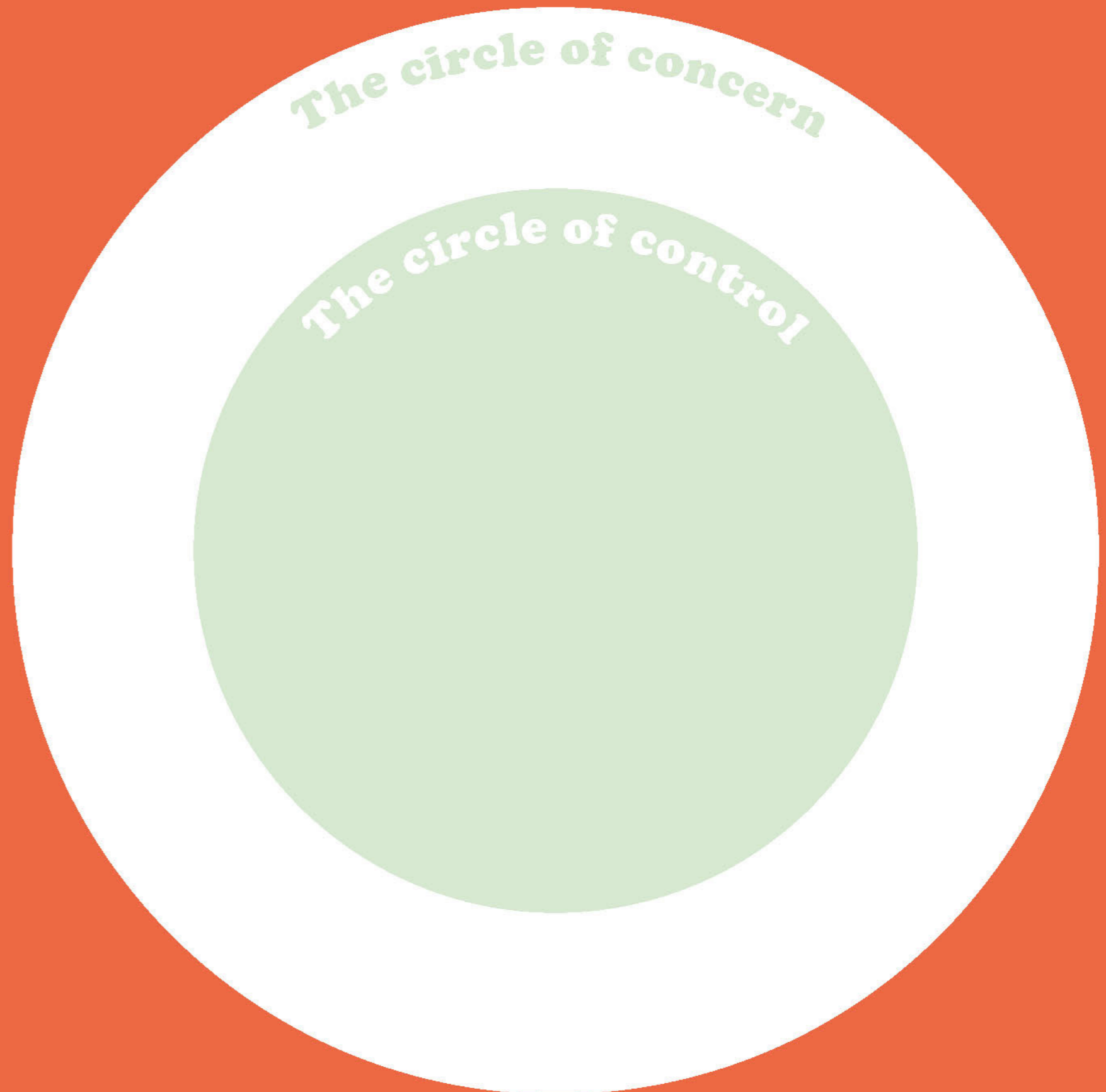
How do you feel about the change now?

Taking initiative and managing change

Think about your goal at work. In the circle of concern, write down issues that exist but cannot be controlled. Add the things you can control in the circle of control.

See which circle grows bigger. Why does this happen?

Relate this against the previous task on understanding change. Even if there are many things in the circle of concern, can you learn something from them? For example, if AI is part of the circle of concern, could it also be part of the circle of control through learning new methods?



Adaptability, perseverance and dealing with setbacks

Write down a challenging situation or a recent setback in your life that you do not think you handled well. Were you desperate? Did it make you angry and disappointed? Were you critical?

A setback:

How did you react to the setback?

**We could also show more mercy to ourselves.
When does persistence go too far?**

How would you handle the setback now?

Which skills do you still need to develop?

A relaxation exercise

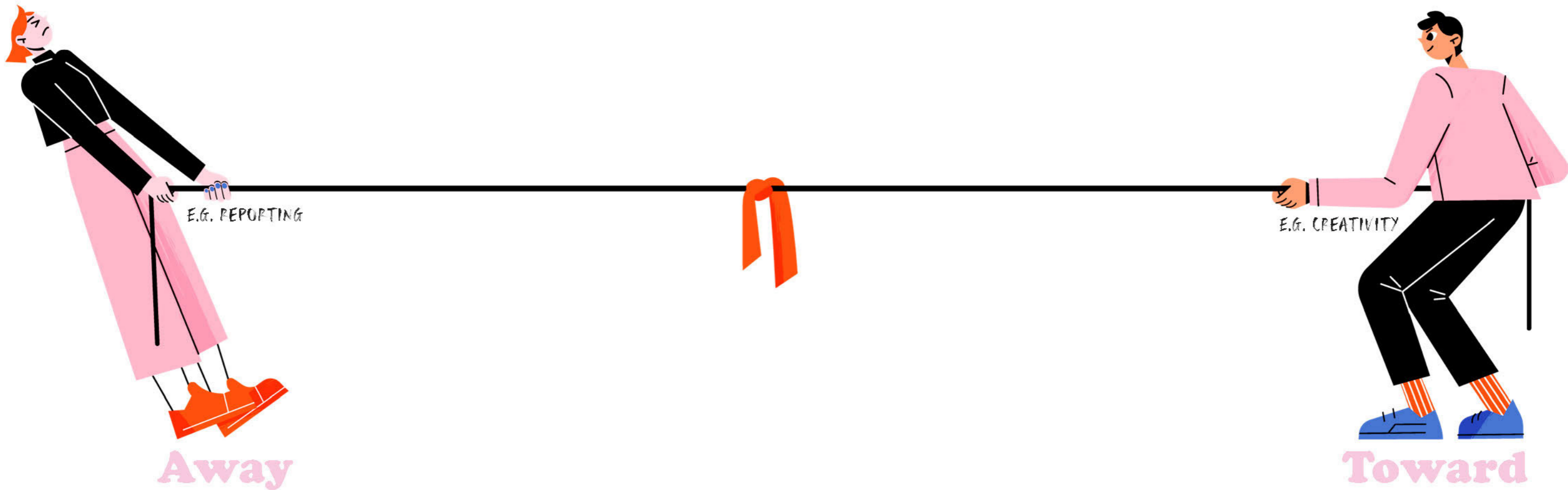
Video for the exercise:



Duration of exercise:
20min



Motivatio n rope



Think about all aspects of and experiences in your life: work, hobbies, previous jobs, internships, volunteering and social life. Try to identify when you felt motivated and when you did not.

If you were motivated, write the experience closer to the word **Toward** on the basis of how motivated you were, or closer to the word **Away** on the basis of how unmotivated you were. For example, you might find that you learnt teamwork in your previous job at a restaurant, and because you enjoy teamwork,

that experience motivated you. Similarly, you may want to move away from routine work towards more challenging tasks.

The things closer to the word **Away** will help you identify areas you do not want to work in. Things closer to the word **Toward** might make you ask yourself: What could I do to get more out of this area of motivation to succeed? Does your current goal match your **Toward** ideas?

The Johari Window

The Johari Window is a self-knowledge tool that helps you understand yourself and how you interact with others. It mirrors your view of yourself against the views of others, opening the way to better self-understanding.

Adjectives that your loved ones and you yourself associate with you are divided into four areas: open area, hidden area, blind area and unknown area. The open area includes things we know about ourselves and share with others. In the hidden area are things we know about ourselves but do not share with others. Things in the blind area are traits that others see in us, but we do not recognise them ourselves. The unknown area includes features that neither we nor others recognise.

Instructions:

Start by writing down five features about yourself that you think describe you the best. Then ask your trusted friends or colleagues which five traits they think are the strongest in you. Use the list of adjectives on the right to fill in your observations on the next page. Be open to feedback and reflect on how you can improve. Remember that self-knowledge is an ongoing process, and the Johari Window can help you develop it.



- | | | |
|--------------------|----------------------|-----------------------|
| Able | Helpful | Reflective |
| Accepting | Idealistic | Relaxed |
| Adaptable | Independent | Religious |
| Bold | Ingenious | Responsive |
| Brave | Intelligent | Searching |
| Calm | Introverted | Self-assertive |
| Caring | Kind | Self-conscious |
| Cheerful | Knowledgeable | Sensible |
| Clever | Logical | Sentimental |
| Complex | Loving | Shy |
| Confident | Mature | Silly |
| Dependable | Modest | Spontaneous |
| Dignified | Nervous | Sympathetic |
| Energetic | Observant | Tense |
| Extroverted | Organised | Trustworthy |
| Friendly | Patient | Warm |
| Giving | Powerful | Wise |
| Happy | Proud | Witty |
| | Quiet | |

The more things there are in the open area, the greater one's self-knowledge can be seen to be. This area can be extended throughout life.

Issues related confidence and self-expression that you do not want or dare to bring up, for example, because you have been rejected in the past. Potential resources you can move to the open area.

Others know

Others don't know

I know

I don't know

E.G. HAPPY

**Open
area**

**Blind
area**

**Hidden
area**

**Unknown
area**

Potential subconscious things you do not want to bring up. If you want to bring these out in the open, you have to learn to accept constructive criticism and objective self-observation.

A concealed area that includes things you unconsciously do not want to bring up. May contain unidentified resources and talents.

Source: Näin Joharin ikkuna auttaa kehittämään itsetuntemustasi - (elinavaananen.fi)

I know

I don't know

Others know

Open area

Blind area

Others don't know

Hidden area

Unknown area

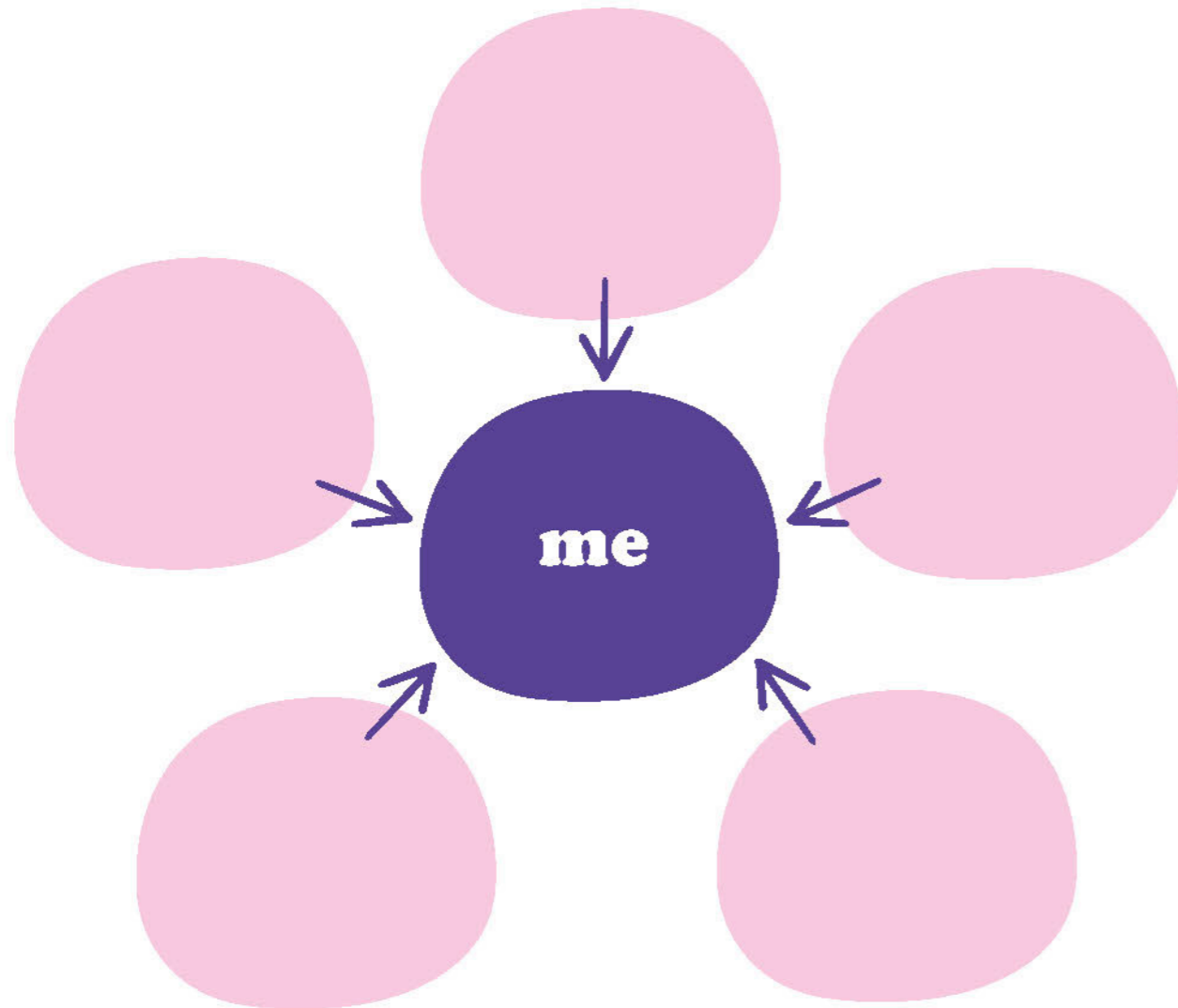
- Place the adjectives you and others chose in the top left-hand corner.
- Place the adjectives you chose but others did not in the bottom left-hand corner.

- Place the adjectives others chose in the top right-hand corner.
- Place the rest of the adjectives in the bottom right-hand corner.

Tolerance and cultures

Circles of my multicultural self

Fill in the most important things that define you and your identity in the diagram below. You can write them in the circles that surround "me". These may include ethnicity, nationality, gender, occupation, religion, etc.



What defines me?

1. Think back to a time when you felt particularly grateful to represent a particular definition. Write it down.

.....
.....

2. Next, think about a time when identifying that definition in yourself and your feelings made you feel uncomfortable. Write it down too.

.....
.....

3. In one of your chosen definitions, write down one related stereotype that does not apply to you. Complete the following sentence:

I am.....,but am not

.....

For example, I am a woman, but I am not sensitive and helpless; or I am Finnish, but I am not modest.

Me as a team player

You can test various aspects of your personality through different kinds of personality tests. A commonly used test is the Myers Briggs Indicator (MBTI), which determines which of 16 different personality types you are.

The results of personality tests can be quite black and white. The test taker will often find that they can find their personality traits in various personality types.

One test is the DiSC analysis, which tests behavioural traits and categorises people according to different colours: dominance (red), compliance (blue), submission (green) or inducement (yellow). Test which colour you are.

DISC analysis



www.discprofil.fi

Other tests:



www.truity.com

Do you feel that your colour describes you well? Would you like to be a different colour? Which qualities would you like to develop in yourself?

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Self-management

Self-management refers to evaluating your working methods, identifying challenges at work, assessing your coping skills, stress management and wellbeing.

Sources of stress:

.....
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.....
.....
.....

Coping mechanisms:

.....
.....
.....
.....
.....

Did you get any new tips you could try?

Multidisciplinary skills

Task, part 1: Self-reflection

Reflect on situations in which you have worked with colleagues from different disciplines. Think about what went well and where you faced challenges. Think about which multidisciplinary skills you feel confident in and which ones need improvement.

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Time management

Time management is a key skill that has a significant impact on the quality of life and performance. It includes the ability to plan, organise and manage your time effectively and efficiently. Good time management allows you to complete tasks on time, reduces stress and improves your overall quality of life.

Awareness of the way you use time is the first and an essential step to successful time management. It means monitoring and understanding your daily time management so that you know what you really spend your time on. Know your routine and monitor your tasks. Prioritising tasks is a key skill in time management. Not all tasks are equally important, so it is important to separate the urgent and important ones from the rest and to focus primarily on those that will move you towards your goals.

Creating an action plan is an essential part of time management. Create a concrete plan for how you are going to achieve your goals. This can include making schedules, keeping to-do lists and deciding what to do at each time.

Task, week 1:

How do you use your time? Identify your potential problems with time management.

The aim of this week is to monitor and evaluate your time management. Keep a diary of your daily activities and pay attention to the details of the way you use time. Identify factors affecting your time management, such as interruptions, sources of stress and causes of inefficiency. The aim is to get a clear picture of what your time is actually spent on.

Keep a diary: On the next page, write down exactly how you use your time each day. In the reflection section, you can highlight clear areas for improvement that you can develop in week 2.



Detailed monitoring of your time:

This can include schoolwork, studying, hobbies, social media, cooking, exercise, relaxation and other daily activities.

Interruptions and disruptions:

Pay attention to the factors that cause interruptions and disruptions in your time management. These can include notifications on your phone, loud noises, browsing social media or other factors.

Identifying stress:

In your diary, colour-code the moments when you felt stressed or overwhelmed. This helps you identify the sources of stress.

Energy fluctuations:

In your diary, note down when you feel the most energetic and when you feel tired or unmotivated. This will help you identify the optimal timing for different tasks in the future.

Monday

Tuesday

Wednesday

Thursday

Friday

Wake up:

Dotted lines for writing on Monday's 'Wake up' section.

Wake up:

Dotted lines for writing on Tuesday's 'Wake up' section.

Wake up:

Dotted lines for writing on Wednesday's 'Wake up' section.

Wake up:

Dotted lines for writing on Thursday's 'Wake up' section.

Wake up:

Dotted lines for writing on Friday's 'Wake up' section.

Going to sleep:

Going to sleep:

Going to sleep:

Going to sleep:

Going to sleep:

Thoughts

Thoughts

Thoughts

Thoughts

Thoughts

Task, week 2:

Review your notes from week 1. Identify problems affecting your time management and what you waste your time on.

Using the information from week 1 as a basis, draw up an action plan for the following week. Define your goals for improving time management and the concrete steps you will take to achieve them. The plan can include timetables, to-do lists and other practical solutions.

Continue keeping the diary in week 2 on the next page. At the end of the week, compare it with week 1 and assess whether your time management has improved. What were some good practices that you can continue using in the future, and which measures did you perhaps try but found unsuitable for you? You can assess the weeks against each other on the adjacent page.

Efficiency and productivity:

Evaluate how efficiently you use your time on different tasks. You can consider how much time it takes to complete one task compared to another.

Prioritisation and goals:

Assess which tasks are the most important and urgent ones. You can also think about whether you have clear goals to guide your time management.

Wasting time:

During week 2, you can reflect on whether you are spending your time inefficiently by participating in unnecessary activities or allowing short interruptions to prevent you from achieving your goals for the day. At the same time, it is important to remember that some amount of “useless activities” can provide pleasure and enjoyment, which may improve your performance at work or in other tasks.

Week 1 summary:

Week 2 summary:

What did you learn, and what will you pay more attention to in your time management in the future?

Monday

Tuesday

Wednesday

Thursday

Friday

Prioritisation and goals

Prioritisation and goals

Prioritisation and goals

Prioritisation and goals

Prioritisation and goals

Wake up:

Wake up:

Wake up:

Wake up:

Wake up:

Going to sleep:

Going to sleep:

Going to sleep:

Going to sleep:

Going to sleep:

Contact tree

Networking and partnerships

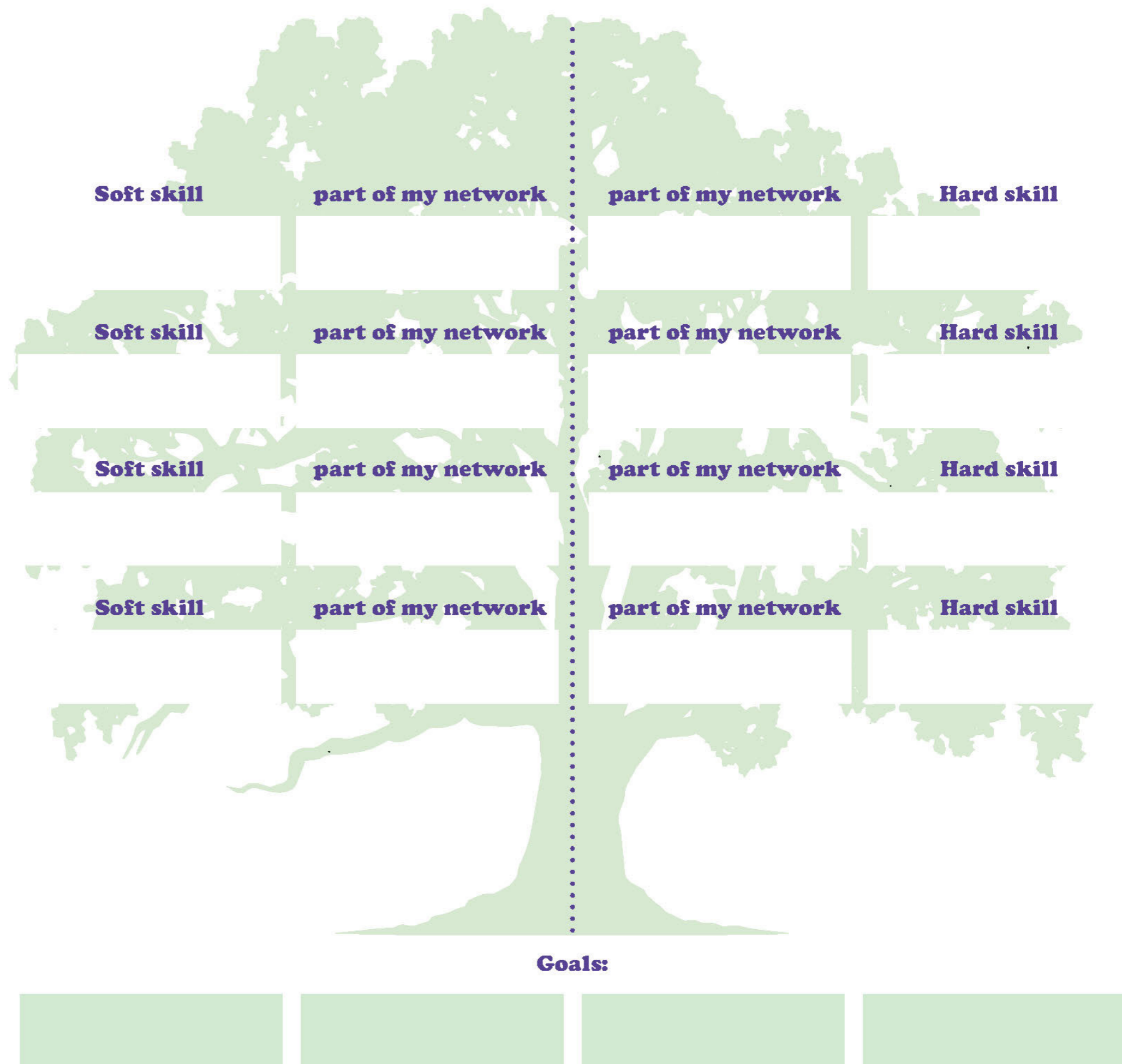
Think about your goal in terms of a new job, career development or entrepreneurship. Write the goal in the roots under the tree.

As an employee: The right side of the tree represents the hard skills you need to make a change in your career. It can include digital skills, for example. On the leaves of the tree, note down the skills you will need on your journey.

As an entrepreneur: The right side of the tree represents the partnerships you need to succeed in your goal as an entrepreneur. These partnerships can include, for example, hard skills that you do not need to learn yourself (such as financial administration skills).

The left side of the tree represents the soft skills you still need to develop on your way to your goal. Write down the soft skills you will need on the leaves. On the branches that lead to the leaves, add a person in your network whom you could ask for help or advice to learn the skill in question. As an entrepreneur, add potential partners on the branches.

The visualisation of contacts will often facilitate networking and its perception.



Friendship book

This exercise will help you deepen your professional contacts and learn more about new contacts. Your goal is to fill in the friendship book, which will help you get a better understanding of your new contact and make stronger connections.

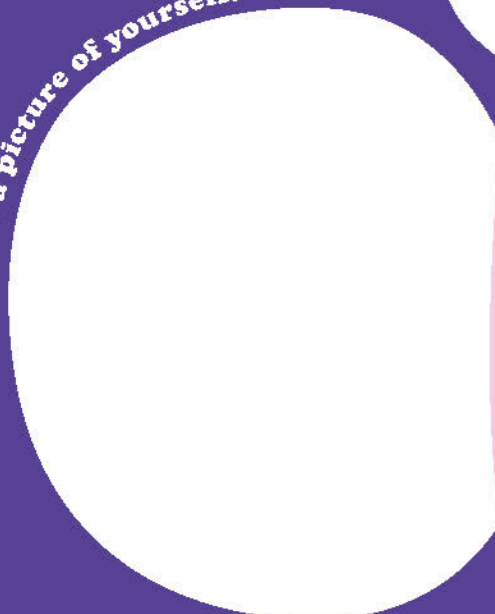
Remember that active listening and genuine interest in others are important for successful networking.



Instructions:

1. Choose someone you would like to network with or get to know better. This could be a colleague, a student, a business leader, an industry expert or anyone you have a professional interest in.
2. Arrange a meeting with the contact of your choice and use the friendship book as the basis of your discussion. Discuss the questions and try to get to know each other better.
3. Fill in the friendship book during the conversation or immediately after the meeting. Make sure you save all the relevant information.
4. Use the information you collected to create a follow-up action plan, such as ideas for cooperation or possible future meetings.
5. Reflect on what you learned from this networking meeting and how you can use the knowledge and contacts you gained in your professional development.

Draw a picture of yourself:



Name:

Email:

Phone number:

Organisation or company:

Your role:

Which book, film or series has inspired you?

What is your typical lunch like?

What kind of music gets you excited?

Goals and passions:

What motivates you in your job or in your field? What kind of passions or projects do you have?

Do you have any recommendations or contacts that could be useful in my situation?

Do you see opportunities for cooperation or resource sharing?

Recommendations and opportunities for cooperation:

.....
.....
.....
.....
.....
.....
.....

You can also write recommendations for each other on LinkedIn.

Networking objectives:

What kind of cooperation or projects could we do in the future?

How can we help each other professionally?

Hobbies and interests:

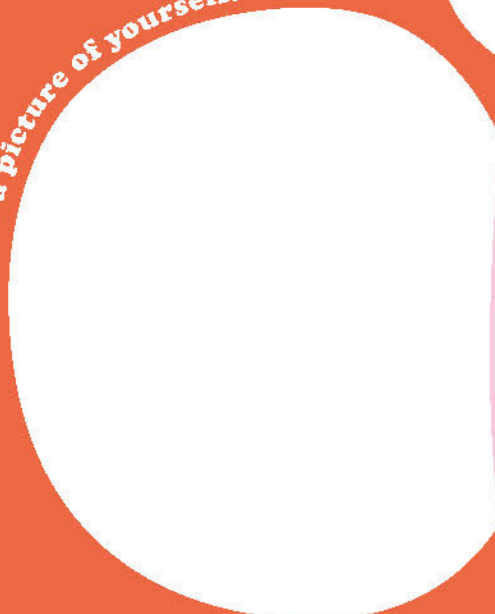
What do you do in your spare time? Do you have interests that are not related to your work?

.....
.....
.....

What kind of skills would the owner of the book bring to the work community or team?

The most important lesson I have learnt in my working life:

Draw a picture of yourself:



Name:

Email:

Phone number:

Organisation or company:

Your role:

Goals and passions:

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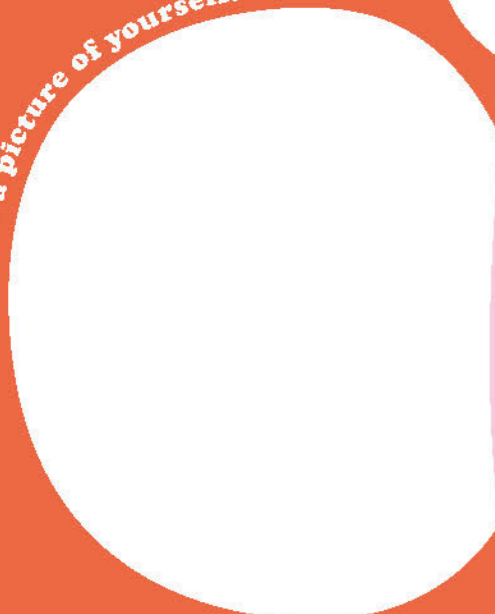
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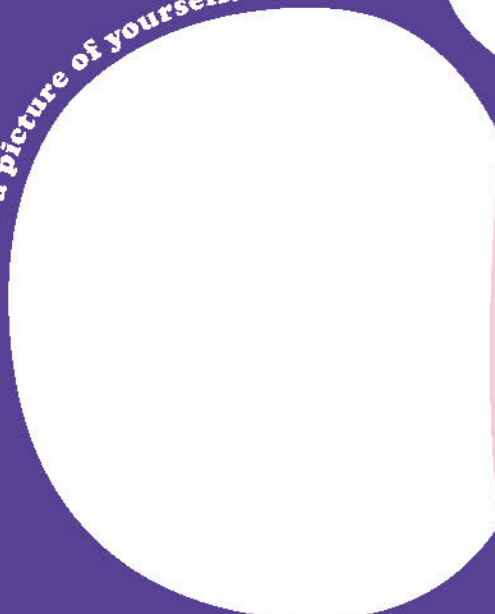
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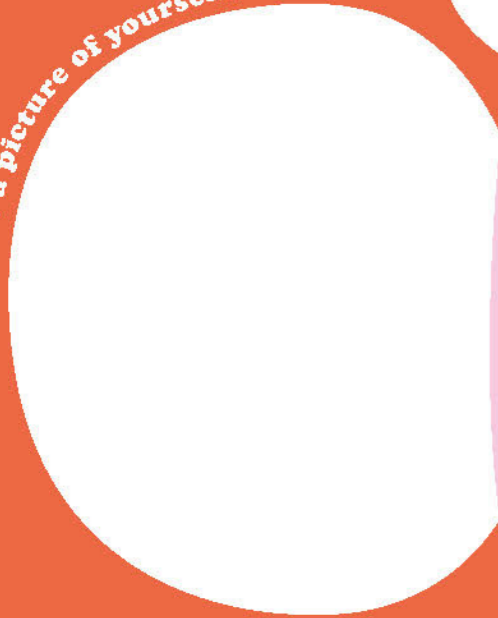
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What kind of cooperation or projects could we do in the future?

How can we help each other professionally?

Hobbies and interests:

What do you do in your spare time? Do you have interests that are not related to your work?

What kind of skills would the owner of the book bring to the work community or team?

The most important lesson I have learnt in my working life:

COPS

The purpose of the COPS (Challenges, Opportunities, Potential weaknesses, Strengths) analysis is to help you plan for the future more sustainably, make informed decisions and identify the most important factors in achieving your goals.

Risk management: Identifying challenges and potential weaknesses helps you manage risks and make more sustainable plans to overcome them.

Identifying opportunities: Identifying opportunities helps you capitalise on positive factors and create a competitive advantage.

Advancing your development: The COPS analysis can be used as a tool for self-development as it helps you identify your strengths and weaknesses in the working life.

Fact-based decision making: The analysis provides fact-based information to help you make decisions based on real factors.

1. Define your goal Start by clearly defining your goal or task. What is it that you are aiming for?

External factors

Challenges List all the challenges and difficulties you face in reaching your goal.

- Which factors can make it difficult to achieve the goal?
- **Example.** Changing jobs may be challenging because of the fierce competition for jobs.

Opportunities

List all the opportunities and benefits that can help you achieve your goals.

- Which opportunities can you utilise to achieve your goal?
- **Example.** Mastering new technologies may open up new career opportunities.

Internal factors

Potential weaknesses List any weaknesses or constraints you have that could be an obstacle in achieving your goal.

- What shortcomings might I have that will make it difficult to achieve the goal?
- **Example.** Lack of language skills can be a weakness if your goal is to get an international job

Strengths List all your strengths and resources that can help you achieve your goal.

- What kind of skills, strengths and resources do I have?
- **Example.** Long-term experience in one field can be an asset if you are seeking a promotion.



Makes it more difficult to achieve goals

Helps me achieving my goals

External factors

C

O

1. Goal :

Internal factors

P

S

Final task

COPS Improvement plan

Analyse the points you have added to the COPS analysis. From each section (C, O, P and S), choose one or two key things you want to develop or in which you see potential.

Create 1–2 concrete SMART improvement goals for your chosen issues. Set out the action steps you will take to achieve each improvement goal. In the plan, include the working method utilised with the skills, the resources and the support you need.

SMART:

a specific, measurable, achievable, relevant and time-bound development goal.



How do you face challenges?

1.

2.

C

1. Goal :

1.

2.

P

How do you develop your weaknesses?

Seize these opportunities

1.

2.

O

1.

2.

S

How do you harness your strengths?

Notes

Notes

To do lists



To do lists



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Rahoittaja



Jatkuvan oppimisen ja
työllisyyden palvelukeskus