

ASSESSING STRENGTHS AND WEAKNESSES

THIS WORKBOOK WILL HELP YOU TO:

- Identify your strengths and weaknesses
- Take daily action to maximize on your strengths
- Take daily action to overcome your weaknesses
- Leadership qualities which are necessary for building productive and efficient teams
- Learn the difference between being a Leader and being a Manager



Step 1 - Bingo: Finding Weakness

Circle All Your Weakness

Procrastination	Lack of Confidence	Self Criticism	Disorganized
Problem Focused	Impatient	Struggle with communication	Trouble delegating tasks
Lazy	Avoid Conflict At All Costs	Short-sighted	Shy
Selfish	Micromanagement	Stubborn	Multitasking
Lack of time management skills	Emotional Thinking	Wanting Perfection	Judgemental

* You may consider personal and professional life when circling the above weaknesses



Step 1 - Bingo: Finding Weakness

Circle All Your Weakness

Fearful Of Making Mistakes	Tendency to overcomplicate	Indecisive	Always looking for external validation
No faith or belief system	Insensitive	Avoid Change	Overbearing
Gap between thoughts and actions	Rigid and Inflexible	Insecure/Jealous	Unhealthy Dependency
Ignorant	Egoistical	Gossiping	Comparing yourself to others
Dishonest	Controlling	Condescending	Possessive

*** You may consider personal and professional life when circling the above weaknesses**





STEP 2 - ASK THE FOLLOWING QUESTIONS TO FURTHER ASSESS YOUR WEAKNESSES

- **What weaknesses have I noticed about myself?**
- **In my personal and professional life, what role or task do I try to avoid that may be important?**
- **When I feel stuck, do I readily ask for help?**
- **When faced with a major obstacle, what causes me to give up?**
- **Do I tend to neglect my problems?**
- **What was the least successful project that I have ever worked on, what was my role, and what problems or issues tripped me up?**
- **What weaknesses have my well-wishers told me about?**



Step 3 - Create a list of all your identified weaknesses

Step 4 - Select the top 3 weaknesses to overcome

- Start off with 3 and then take up another 3 and so on

Step 5 - Based on the selected weaknesses write down a system or steps to follow to overcome them on a day-to-day basis

- For example, if one of your shortlisted weaknesses is being rigid and inflexible then you can take steps to try new things, be open to listening to and considering other people's views and so on.

Tip:

- Identifying your weaknesses may actually be much easier than identifying your strengths
- The real struggle will be to overcome the weaknesses but being aware of them is one step closer and if you focus on the process and stay consistent you will be able to overcome them

Qualities Essential for Building Productive and Efficient Teams



Clear And Effective Communication

- **Allows for detailed and specific communication of work and processes required to be followed**
- **Removes confusion among the team and ensures everyone is aligned and working toward the same goals**
- **Being a good communicator also includes being a good listener**
- **Creates a safe place for team members to discuss ideas and feel their input matters**



Qualities Essential for Building Productive and Efficient Teams



Emotional Intelligence

- It refers to an individual's ability to manage their emotions, as well as those of others
- Helps understand that different team members may have different approaches and ways of doing things
- Tends to prevent conflict and build stronger relationships
- Encourages empathy and provides insight into team members needs and struggles, allowing you to work and communicate with them more effectively



Qualities Essential for Building Productive and Efficient Teams



Organization

- **Structure and a proper system in place ensures optimum allocation of resources and avoids redundancy**
- **Integral for carrying out several tasks and responsibilities without compromising or neglecting any**
- **Provides clarity to the team on what the next step is in the process hence avoiding bottlenecks**
- **Organization and proper planning will lead to savings in not just money but also on time**



Qualities Essential for Building Productive and Efficient Teams



Ability to Delegate

- **Micromanagement is detrimental to a team's progress**
- **A Team Leader must understand their team members strengths and weaknesses to assess is best suited to complete a particular task**
- **Delegating work empowers team members to be accountable and make their own decisions**



Qualities Essential for Building Productive and Efficient Teams



Openness

- Builds trust among the team
- Team members tend to feel more involved and valued
- Leads to open lines of communication to address issues, ask questions and seek clarification on what's expected of them
- We all have room for improvement, be open to feedback



Qualities Essential for Building Productive and Efficient Teams



Decision-Making

- **Team Leaders are required to make several decisions that impact not only the team but also the organization as a whole**
- **Focus on solution oriented decisions**
- **Decisions must be based on facts and numbers instead of feelings**





TINA SHAH



DYNAMIC TRAINING
INSTITUTE

CONTACT US

Email: tina@tinashah.co

Website: tinashah.org

Phone

Rehaan Memon- [8407940250](tel:8407940250)



[TINASHAH_DYNAMICTRAINING](#)



[DYNAMIC TRAINING INSTITUTE](#)



[TINA KOTHARI SHAH](#)



[TINA KOTHARI SHAH](#)



[TINA KOTHARI SHAH](#)