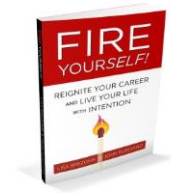


WORKSHEET

Personal Gap Analysis



Step 1 Review What You've Written

Review the Who I Am, Where I Want to Go, and Values worksheets from the last two chapters. These are the descriptions of where you are now and where you want go.

Step 2 Identify What's Needed

Examine the idea future you sketched out there and, in the worksheet below, list the experience, knowledge, and/or skills that it requires.

Step 3 Assess Your Current State

Enter the experience, knowledge, and/or skills that you currently have.

Step 4 Compare the Lists

You want to identify the following:

Required Skills	My Current Experience, Knowledge, and/or Skills	Experience, Knowledge, and/or Skills I DON'T currently have:
	Skill Level: • • • • •	Skill Level: • • • • •

Step 5 Assess Your Competency Level

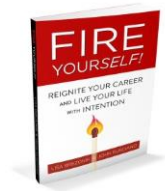
For the experience, knowledge, and/or skills required in the future that you CURRENTLY HAVE, assign your level of competency on the following four-point scale:

- 4 = Excellent
- 3 = Good
- 2 = Needs Some Improvement
- 1 = Needs Much Improvement

Important Safety Tip: If you marked yourself to market and included the assessment of others, your numbers will be more accurate.

WORKSHEET

Personal Gap Analysis

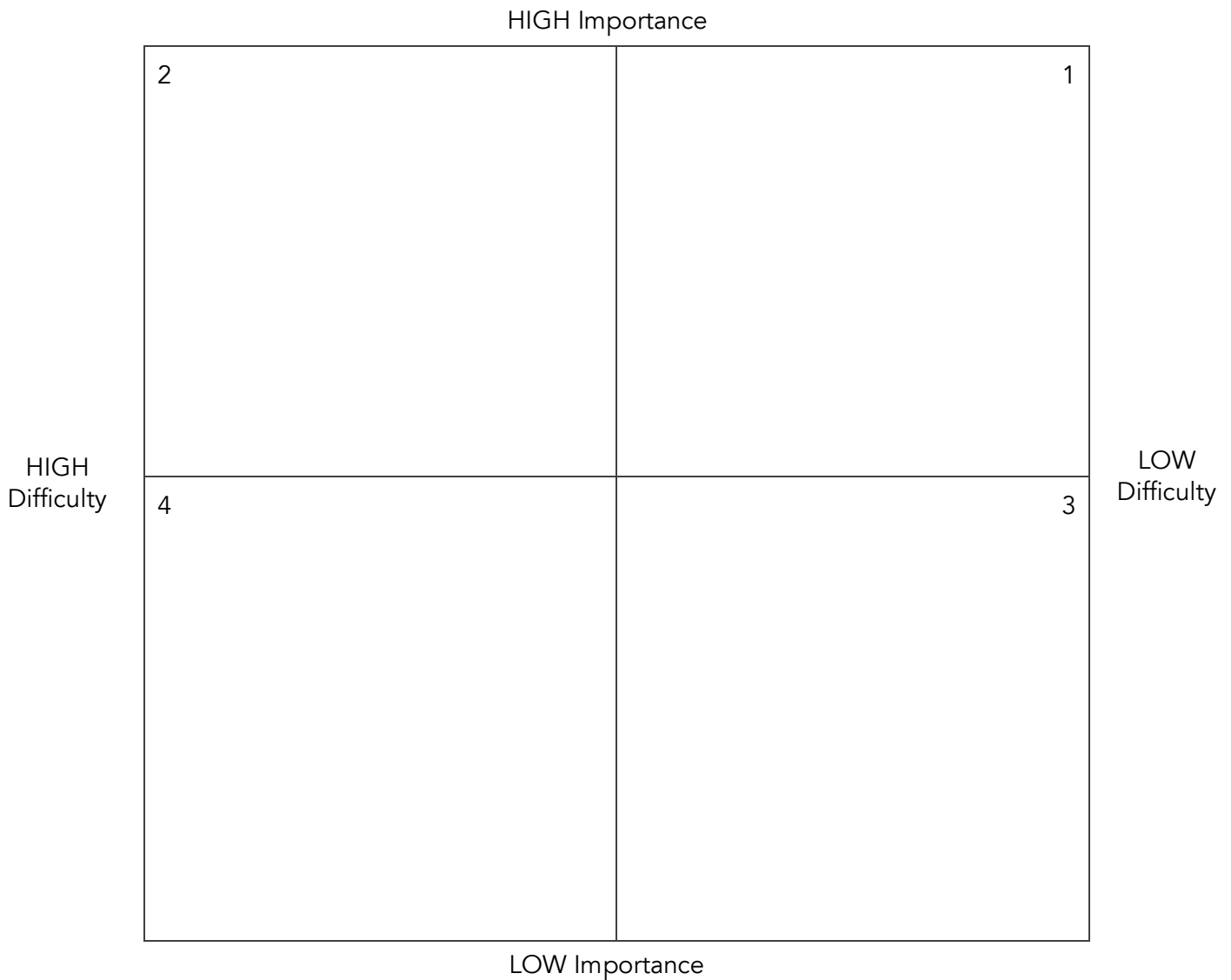


Step 6 Prioritize the Actions

Prioritize the skills you identified as needed as well as the skills you have but may need to strengthen. Do this in terms of their importance to achieving your optimal future, as well as their degree of difficulty (amount of effort, time, resources).

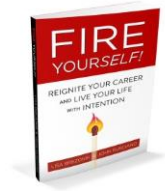
Your actions will fall into the following four general categories:

1. HIGH Importance and LOW Difficulty.
2. HIGH Importance and HIGH Difficulty.
3. LOW Importance and LOW Difficulty.
4. LOW Importance and HIGH Difficulty.



WORKSHEET

Personal Gap Analysis



Step 7 Create Your Action Plan

Start with the actions that HIGH in Importance and LOW in Difficulty. This will allow you to get some quick wins.

Action Item	Description of Required Action	Starting Date	Ending Date	Costs	Individuals with this Skill

As you complete each action, move to your next priority. You may be able to take multiple actions at the same time, but keep in mind that it's better to complete one action well than to have several actions that are incomplete.