

Skill gaps aren't flaws — they're your future opportunities. The professionals who grow the fastest aren't necessarily the smartest or most experienced — they're the ones who identify what they're missing and take action to close the gap. This tool is designed to help you do exactly that.

Whether you're aiming for a promotion, planning a career transition, or simply working to become more effective and confident in your current role, knowing where your growth edges lie is a key differentiator. This planner gives you a structured approach to assess your current skills, identify areas for development, and create a focused, actionable plan for improvement.

How to Use This Worksheet

Use this practical guide to identify and close key development gaps — whether for your current role or future aspirations.

1. Reflect on your current role and where you want to go next. This might be a formal promotion, a career pivot, or a desire to perform better where you are.
2. Use the Skill Gap Discovery section to assess your strengths and development areas. This includes guided reflection prompts and a self-rating exercise across common skill domains.
3. Once you've identified 2–3 of your most important gaps, move to the Development Plan section. This will help you outline why each skill matters, how you'll build it, and how you'll measure progress.
4. Use the Progress Tracker to stay accountable. Update it weekly or monthly as you take action.
5. Refer to the Glossary of Development Strategies if you need ideas for how to grow in each area.

Step 1: Define the Role

Goal: Clearly define the position you're analyzing — either your current role or one you're aiming for. This sets the scope.

- **Role title:** _____
- **Is this your current role?** (Yes / No)
- **If no, what's the target role or direction?** _____

💡 *Tip: If you're using this for growth in your current position, focus on improving performance and broadening capabilities. For future roles, think in terms of career trajectory.*

Step 2: Identify Required Skills & Competencies

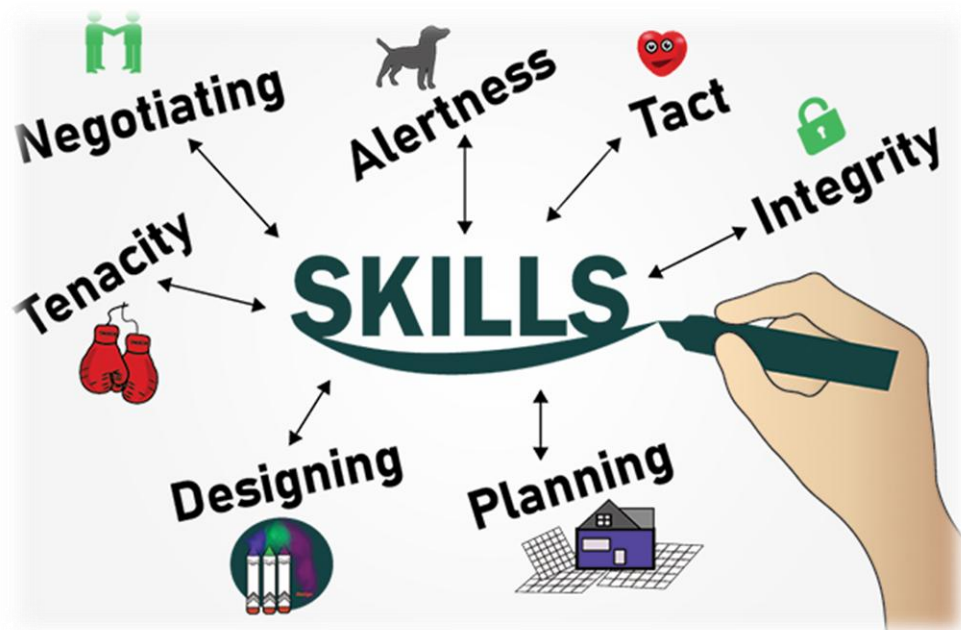
Goal: List the core skills and attributes needed to succeed in this role.

Use 3–5 high-level categories, such as:

- Technical knowledge
- Communication & collaboration
- Leadership & influence
- Strategic thinking
- Project management

Note: You can replace these with categories specific to your field.

Skill Category	Specific Skills / Behaviors
e.g., Communication	Present ideas clearly, active listening, give/receive feedback
e.g., Project Management	Prioritization, time allocation, cross-functional coordination



Step 3: Self-Assessment

Goal: Evaluate your current level for each skill.

Use a 1–5 scale:

1 = No experience, 2 = Basic awareness, 3 = Functional knowledge, 4 = Skilled/Competent, 5 = Advanced/Mastery

Skill	Current Level	Comments / Evidence
e.g., Present ideas clearly	3	Comfortable in small meetings, but struggle in large groups
e.g., Time allocation	2	Often feel overwhelmed or reactive

Step 4: Identify the Gaps

Goal: Determine which skills need to be strengthened.

Now compare your current level to the expected level for success in the role. Rate the **desired level** (also 1–5) and calculate the **gap**.

Skill	Current Level	Desired Level	Gap Level	Priority (H/M/L)
e.g., Present ideas clearly	3	5	2	High
e.g., Time allocation	2	4	2	Medium

☒ Focus on the top 2–3 high-priority gaps. Don't try to fix everything at once.

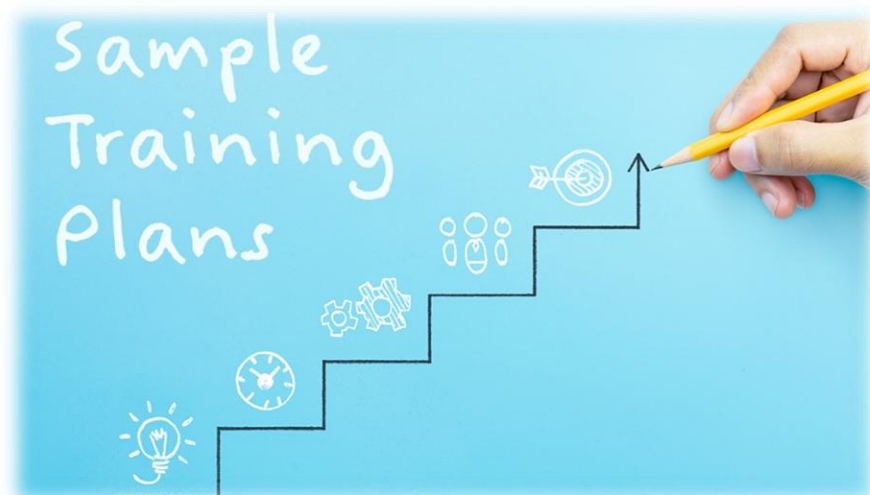
Step 5: Create a Targeted Development Plan

Goal: For each priority gap, define concrete actions to close it.

For each skill gap, answer these:

- **What resources can help?** (e.g., coaching, courses, books, shadowing, feedback loops)
- **What practice opportunities exist?**
- **What's your timeline?**
- **How will you track progress?**

Skill	Resources	Opportunities for Practice	Timing	Tracking Method
e.g., Present ideas clearly	Course on public speaking	Local Toastmasters competitions	Within 6 months	Complete course; feedback from boss
e.g., Time allocation	Eisenhower method	Organize e-mails using this method	Immediately	Less time spent on e-mail each day



Step 6: Track Progress (Optional Tracker)

Goal: Keep your growth visible and measurable.

Skill	Action Plan	Start Date	Review Date	Progress Notes
e.g., Present ideas clearly	Join Toastmasters & lead monthly meeting	May 1	June 15	TBD
e.g., Time allocation	Organize e-mails using Eisenhower method	Today (4/15)	1 week	TBD

Glossary of Development Strategies

- **Coaching:** One-on-one support focused on growth and performance.
- **Mentoring:** Guidance from someone more experienced in your area or industry.
- **Shadowing:** Observing a colleague or leader to learn by watching.
- **Formal Training:** Online or in-person courses, certifications, workshops.
- **Self-Study:** Books, articles, podcasts, webinars, and tutorials.
- **Stretch Assignments:** Taking on projects that push your current capabilities.
- **Peer Learning:** Joining study groups or learning circles.
- **Feedback Loops:** Regularly seeking feedback to gauge growth.

Final Tips

- **Use this tool quarterly or biannually** to measure growth.
- **Ask a mentor or manager** to review your self-assessment for a reality check.
- **Revisit your role definition** when responsibilities shift or you prepare for a new opportunity.