

Skills Gap Analysis Worksheet

Know where you stand. Build what's missing. Own your growth.

How to Use This Worksheet

- A skills gap is the distance between where you are and where you want to be. This worksheet makes that distance visible.
- Start by listing the skills required for your target role. Your job description is a great starting point.
- Be honest when rating yourself. This is for you. Inflating scores won't help you grow.
- Focus first on skills that are High Importance / Low Proficiency — that's where your biggest return on effort is.
- Revisit this every 6 months to track progress and reprioritize.

My Information

Name:		Date:	
Current Role:		Target Role / Goal:	

Rating Scale

Rating	Level	What It Means
1	Beginner	I have little to no experience with this skill.
2	Developing	I know the basics but need guidance or practice.
3	Proficient	I can apply this skill independently in most situations.
4	Advanced	I use this at a high level and can teach others.
5	Expert	I am recognized as a go-to resource in this area.

Skills Assessment

Importance: H = High M = Medium L = Low | Rate yourself 1-5 using the scale above

Skill / Competency	Category	Importance (H/M/L)	Current Rating	Target Rating	Gap	Development Action

My Priority Focus Areas

After completing the table above, sort your skills into these four zones to decide where to focus your energy.

<p>HIGH Importance / LOW Proficiency Act First — biggest gap, biggest ROI</p>	<p>HIGH Importance / HIGH Proficiency Maintain and leverage these strengths</p>
<p>LOW Importance / LOW Proficiency Deprioritize — focus elsewhere for now</p>	<p>LOW Importance / HIGH Proficiency Nice to have — don't over-invest here</p>

Knowing your gaps is not a weakness — it's the starting point for every career breakthrough.