**Action Planning Worksheet: Evaluate Skills and Gaps**

Now that you’ve spent some time examining your current skills, knowledge areas, and competencies, and identified the gaps you need to fill to move forward, fill out this planning worksheet. The answers to these questions correspond to the Knowing How questions on the Career Competencies worksheet you started in the Learn Self, Role, Organization step and will prepare you for what’s next: Act to Intentionally Grow and Develop.

Where am I now? What do I need to know and be able to do to be successful here (knowledge, skills, and abilities specific to role and organization)?

Where are my gaps in knowledge (self, role, organization), skills (role, organization), and abilities (role, organization) for where I am now? What do I need to learn/be able to do to be successful here?

What do I need to know and be able to do for what could be next and what are my gaps?