

TOOL 6

# Skill-Gap Matrix

---

Work from real job descriptions, not from what you imagine the job requires.

| They need | I can prove | I need to build |
|-----------|-------------|-----------------|
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |
|           |             |                 |

My top two gaps

---

Specific next actions

---