

A close-up photograph of a wooden desk. On the desk, there is a wooden notebook with a ruler on top of it. A pen is also visible. The background is slightly blurred, showing a chair and a wall with some papers.

**Complete Guide:**

**PERSONAL**

**GAP  
ANALYSIS**

**THE SPACE BETWEEN WHERE  
YOU ARE AND WHERE YOU  
WANT TO BE.**

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# Planning:

Competency	Timeline for Completion	How can I obtain?	Who do I know with this skill?

**You will take the steps, each day, to ensure your vision becomes reality once you develop a clear action plan and vision of where you want to be.**