

Discover your missing skills

You have already finished your five-year plan and determined your goals and objectives; you also have a clear vision for your future. Nevertheless, it is essential to realize whether you have all the necessary skills to succeed in your ideal future.

1. Basic information

Remember your personal SWOT analysis.

	Positive	Negative
Internal	Strengths	Weaknesses
External	Opportunities	Threats

Do you remember a success story from the past? Try to write it down, including all possible details.

STORY FROM THE PAST

Once again, write your vision and your affirmation about the future.

MY VISION

MY AFFIRMATION



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Have you heard any other success stories? It could be from people at work, friends, family, the media, the market, etc. Try to write it down, including all possible details.

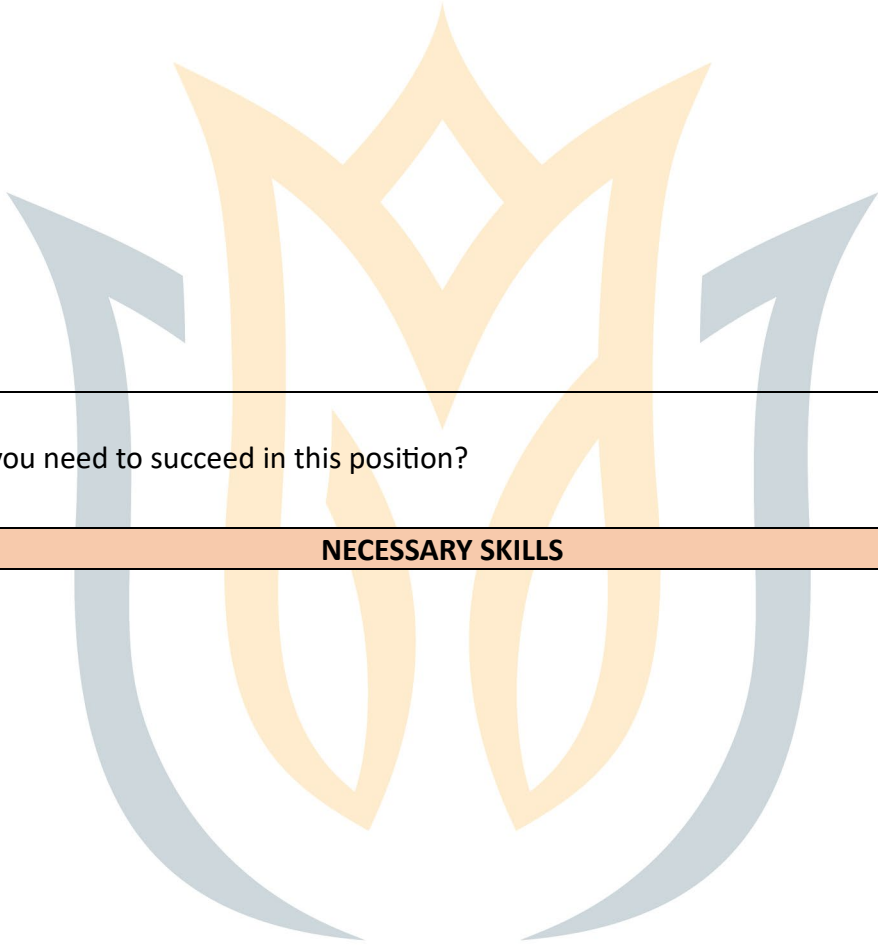
THIRD PARTY STORY

Remember your goals and objectives from your five-year plan.

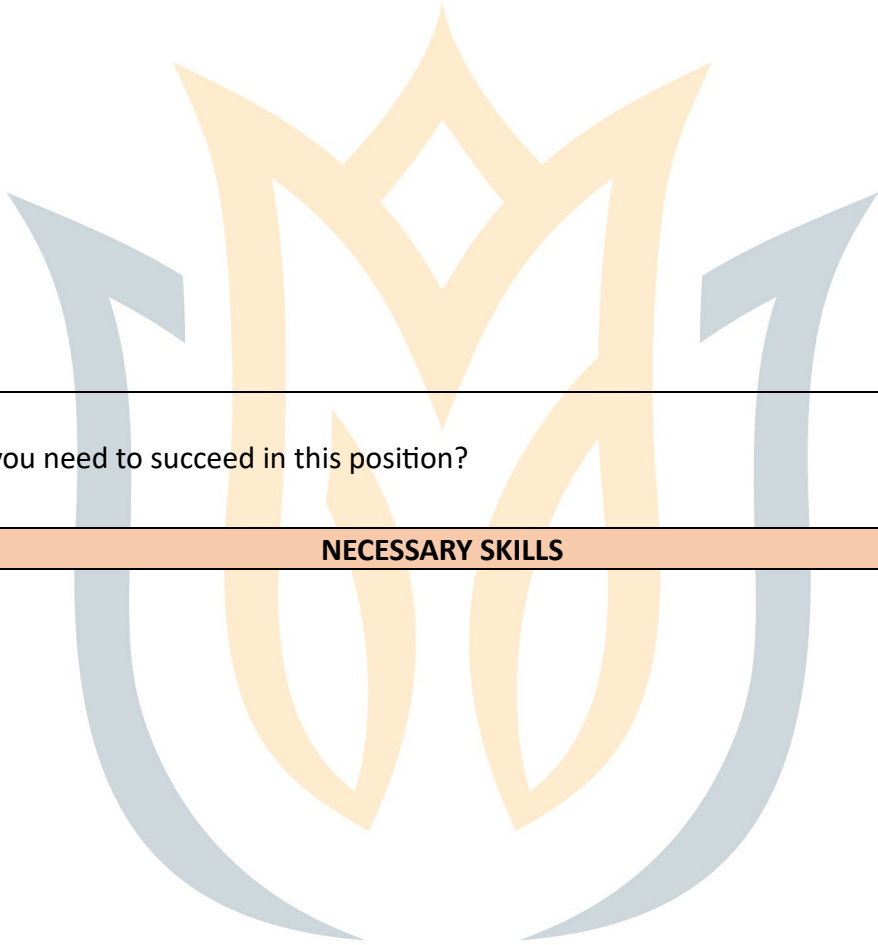
	ADJUSTED GOALS & OBJECTIVES
CAREER	
PRIVATE FINANCE	
HEALTH	
FAMILY	
OTHERS	

2. Visualization in the next five years

Can you describe the role you are pursuing? Try to make a job description, and to do so, get information from the Human Resources dept., LinkedIn, managers, etc.

JOB DESCRIPTION


What skills would you need to succeed in this position?

NECESSARY SKILLS


Try to summarize the inventory of skills

CURRENT SKILLS	SKILLS NEEDED

In conclusion, what skills do you lack or need to be developed?

MISSING SKILLS

3. The plan

How can you improve your skills or get the missing skills for the new role you are pursuing? Mark with an X and indicate the investment if needed in each case.

SKILLS	MENTOR		COACH		MANAGER		PEERS		BOOKS		LIVE TRAINING		INTERNET		PODCAST		OTHERS		
	Free	Paid	Free	Paid	Free	Paid	Free	Paid	Free	Paid	Free	Paid	Free	Paid	Free	Paid	Free	Paid	



4. Details of the plan

From your quadrant II framework (Q2), how much additional time will you have available?

I	II
III	IV

New % of time on Q2 – _____ %

Additional hours per week – _____ hours

To conclude, list your following activities (indicate if they are considered milestones) and the amount you have to invest.

ACTIVITY	INVESTMENT	DELIVERY DATE	MILESTONE?