

JOB AID: IDENTIFY GAPS BETWEEN YOUR ACTUAL AND DESIRED SELF

Directions

Use the table to identify the gaps between your actual and desired self. Characteristics of your actual self go in the left-hand side of the table, and the corresponding desired characteristics should be placed in the right-hand side of the table. You may find it helpful to focus this activity on characteristics that are most required in your current position or may be required for promotion. View the sample in the first row for an example of how to complete the table.

Characteristics of Your Actual Self	Characteristics of Your Desired Self
<i>Sample:</i> Hasty decision maker who sometimes regrets decisions that were made too fast without all of the available information	<i>Sample:</i> Critical thinker who makes sound decisions in a timely manner