GAP ANALYSIS

Your first step is to define what you consider an improvement before you can start to improve on it. To improve, you must have a clear vision of what you want to achieve, where you want to go and what you want to become.

The Gap Analysis tool allows you to determine the gap between where you are 'NOW' and 'WHERE' you want to be on certain factors on a problem. The factors where the largest gaps appear are those to focus on.

ACTIVITY

Using the Gap Analysis tool how would you rate yourself on the following? Mark the scale (-5 poor to +5 good) with a cross. After you have scored where you are now, score with a tick (3) where you would like to be in six months' time.

Factor	Lo -5	Av 0	Hi +5	Score Now	Target Score	Gap
1.Achieving deadlines	|--|--|--|--|--|--|--|--|--|--|					
2.Decision making	|--|--|--|--|--|--|--|--|--|--|					
3.Ability to say "No"	|--|--|--|--|--|--|--|--|--|--|					
4.Working long hours	|--|--|--|--|--|--|--|--|--|--|					
5 Limited family life	|--|--|--|--|--|--|--|--|--|--|					
6.Ability to prioritize time	|--|--|--|--|--|--|--|--|--|--|					
7.Do you waste time	|--|--|--|--|--|--|--|--|--|--|					
8.Delegation ability	|--|--|--|--|--|--|--|--|--|--|					
9. Use of diary	|--|--|--|--|--|--|--|--|--|--|					

Which three areas need the most improvement? Develop an action plan for each.

AREA	ACTION PLAN
1.	
2.	
3.	