



IT Professional Self-Audit

Purpose

This worksheet is designed to help IT professionals evaluate their current skills, professional development, career direction, and personal systems. Complete each section honestly and identify areas for improvement.

Section 1: Technical Skills Assessment

Rate your confidence level from 1 (Beginner) to 5 (Expert).

Skill Area	1	2	3	4	5
Microsoft 365	☐	☐	☐	☐	☐
Networking	☐	☐	☐	☐	☐
Cybersecurity	☐	☐	☐	☐	☐
Cloud Technologies	☐	☐	☐	☐	☐
Backup & Recovery	☐	☐	☐	☐	☐
Infrastructure Management	☐	☐	☐	☐	☐
Virtualisation	☐	☐	☐	☐	☐
Documentation	☐	☐	☐	☐	☐

Notes

Section 2: Certifications & Learning

Current Certifications:



Training completed during the last 12 months:

What skill should I improve next?

What certification would provide the greatest benefit to my career?

Section 3: Professional Presence

Review the following:

- ☐ LinkedIn profile is current
- ☐ CV/Resume is current
- ☐ Professional achievements are documented
- ☐ Certifications are listed and up to date
- ☐ Professional profile reflects current experience

Notes

Section 4: Goals & Direction

1-Year Goal



3-Year Goal

5-Year Goal

Section 5: Systems & Processes

Do I have a reliable system for:

- ☐ Task Management
- ☐ Project Tracking
- ☐ Documentation
- ☐ Learning & Development
- ☐ Goal Tracking

Areas that need improvement:

Section 6: Action Plan

My highest-priority skill improvement:

My next certification or training goal:

One action I will complete this month:



Target completion date:

Final Reflection

What is the single biggest area holding back my professional growth today?
