

UPSKILLER ROADMAP & TRACKER



Your guide to building the skills you need for your international career

Disclaimer: This tool is a free resource. It is for informational purposes only and cannot be considered legal, financial, or career advice. No rights can be derived from this document.

QUICK START CHECKLIST

- ☐ List 5 skills you want to focus on (technical, soft, cross-cultural, career)
- ☐ Rate each skill: Current Level (1–5) + Importance (1–5)
- ☐ Circle the gaps: high importance (4–5) but low mastery (1–3)
- ☐ Pick top 2–3 skills to prioritise for the next 90 days
- ☐ Make a growth plan: what action, what resource, by when?
- ☐ Check in weekly: Did you practice/apply this skill? Yes/No
- ☐ Reflect on 30/60/90 days: What's improved? What's next?

Tip: Don't try to improve everything at once. Focus on the 2–3 skills that will move your career forward fastest.

current level:
/5

importance:
/5

current level:
/5

importance:
/5

current level:
/5

importance:
/5

current level:
/5

importance:
/5

current level:
/5

importance:
/5

SECTION 1 — Skill Gap Analysis

Identify the skills you need to succeed in your career. Reflect on:

- What skills are critical for success in your role or industry?
- What skills do you currently possess?
- Where are the gaps in your skill set?
- What skills have you always wanted to learn?

Action: complete the table on the next page

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Skill	Why it matters?	Priority High/Med/Low	Start Date	Completion Date	Progress (%)	Notes/ Resources
current level: /5						
current level: /5						
current level: /5						
current level: /5						
current level: /5						

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SECTION 2 — Priority Finder

Highlight your top focus skills for the next 90 days

Action: complete the table below

Priority Skill	Why it matters?	Resources to Learn	Timeline (by when?)

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SECTION 3 — Growth Plan Template

Action: complete the table below

Skill	Actions to Practice	Resources (courses, mentors, projects)	Accountability Partner	Deadline

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SECTION 4 — Weekly Action Tracker

Action: complete the table below

Week	Skill Focus	What I Did	Applied in Work/Study? (Y/N)	Notes

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SECTION 5 — Progress Snapshot (30–60–90 Days)

At 30 Days

- Skills I've practiced most: _____

- Early progress I notice: _____

- Challenges I faced: _____

At 60 Days

- What's improving: _____

- Feedback I've received: _____

- Adjustments I need to make: _____

At 90 Days

- Skills I feel confident in: _____

- New opportunities opened up: _____

- Next skills I want to tackle: _____

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SECTION 6 — Reflection & Next Steps

- ☐ Which skills gave me the biggest ROI for my career goals?

- ☐ Which skill gaps still remain?

- ☐ What new resources, mentors, or communities can I tap into?

Hint: Use communities like YIJ to share your journey, exchange resources, and find accountability partners.

SKILL CATEGORY EXAMPLES

Technical / Industry-Specific • Data analysis (Excel, SQL, R, Python) • AI & automation tools • Project management • Healthcare certifications • Teaching credentials • Finance/consulting	Soft Skills • Communication & storytelling • Negotiation & influence • Leadership & people management • Time management • Resilience & adaptability	Cross-Cultural & International • Intercultural communication • Working in virtual global teams • Networking across borders • Language basics • Workplace etiquette	Career & Growth • Interview prep (STAR method) • Personal branding (LinkedIn, portfolio) • Networking & informational interviews • Thought leadership (articles, speaking) • Continuous learning mindset
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BONUS – FREE 90-DAY CALENDAR



Each box is numbered with the day and includes a checkbox to mark when you've completed your task. You'll find a few sample prompts to get you started — the rest are for you to fill in with your own goals. Aim to complete one action per day, stay accountable, and track your progress by ticking off each box. Vary the type of skill you work on each day. Rotate between categories like Networking, Storytelling, AI Literacy, Writing, Research, and Reflection (it may help to colour code!).

1 <i>Skill Gap Analysis</i> ☐	2 <i>Comment on 2 LinkedIn posts</i> ☐	3 ☐	4 ☐	5 ☐	6 ☐
7 <i>Weekly review</i> ☐	8 ☐	9 ☐	10 <i>Read a book in the skills you want to improve</i> ☐	11 ☐	12 ☐
13 ☐	14 ☐	15 ☐	16 ☐	17 ☐	18 ☐
19 ☐	20 <i>Complete 1 course module for AI Literacy</i> ☐	21 ☐	22 ☐	23 ☐	24 ☐
25 ☐	26 ☐	27 ☐	28 ☐	29 ☐	30 <i>30 Day Review</i> ☐

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31 ☐	32 ☐	33 ☐	34 Comment on 2 LinkedIn posts ☐	35 ☐	36 ☐
37 Weekly review ☐	38 ☐	39 ☐	40 ☐	41 ☐	42 Draft a short post about your work ☐
43 ☐	44 ☐	45 Summarize an article using AI ☐	46 ☐	47 ☐	48 ☐
49 ☐	50 ☐	51 ☐	52 ☐	53 ☐	54 ☐
55 ☐	56 ☐	57 ☐	58 ☐	59 ☐	60 60 Day Review ☐

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31 ☐	32 ☐	33 ☐	34 ☐	35 ☐	36 Watch a short industry talk ☐
37 Weekly review ☐	38 ☐	39 ☐	40 ☐	41 ☐	42 ☐
43 ☐	44 ☐	45 ☐	46 ☐	47 Listen to a relevant podcast episode ☐	48 ☐
49 ☐	50 ☐	51 Celebrate 1 small win this week ☐	52 ☐	53 ☐	54 ☐
55 Test AI for idea generation ☐	56 ☐	57 ☐	58 ☐	59 ☐	60 90 Day Review ☐

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