



Identifying Gaps in Your Personal Life Infrastructure

A practical worksheet for working professionals who are ready to build a stronger foundation — and stop firefighting their own lives.



INTRODUCTION

Why Your Personal Life Infrastructure Matters More Than You Think

Most working professionals are excellent at managing deliverables, deadlines, and team expectations. But beneath the calendar, the inbox, and the quarterly goals lies a less-examined layer: your **personal life infrastructure** — the systems, habits, relationships, finances, health routines, and decision-making frameworks that silently determine how far and how sustainably you can go.

When this infrastructure has gaps — and nearly everyone's does — the effects are rarely dramatic at first. Instead, they accumulate quietly: chronic fatigue that you attribute to a "busy season," financial anxiety that sits just beneath the surface, relationships that feel increasingly transactional, or a persistent sense that something important is being neglected. By the time the gaps become visible, they've already been costing you — in energy, opportunity, and wellbeing.

This worksheet exists to help you get ahead of that. Not by adding more to your plate, but by helping you **see clearly what's already on it** — and what's missing, crumbling, or holding you back. You don't need to be in crisis to use this resource. In fact, the best time to audit your personal infrastructure is when things are going reasonably well, because that's when you have the bandwidth to actually fix what you find.

How to Use This Worksheet

You can engage with this resource in three ways:

- **Quick Scan:** Read headings and callouts for a fast orientation (15 min)
- **Deep Dive:** Work through each section fully and complete all reflection prompts (90 min)
- **Reference Mode:** Return to specific modules when a life area needs attention

There are no wrong answers. Be honest — this is for you.

FRAMEWORK

The 6 Pillars of Personal Life Infrastructure

Before you can identify gaps, you need a map. Personal life infrastructure isn't one thing — it's a system made up of six interconnected pillars. A weakness in any one of them creates drag across the others. Here's how to think about each pillar before you begin your self-audit.



Each pillar supports the others. A shaky **Financial Foundation** creates stress that erodes your **Health & Energy**. Weak **Relationships** reduce resilience when your **Career Architecture** hits turbulence. This is why a holistic audit — not a single-domain fix — produces lasting results. Use the sections that follow to evaluate each pillar honestly and strategically.

STEP 1

The Personal Infrastructure Audit: Rate Your Pillars

This is your diagnostic starting point. For each pillar below, score yourself honestly from **1 (very weak / largely absent)** to **10 (strong, consistent, sustainable)**. Don't overthink it — your first instinct is usually the most accurate. After scoring, write one sentence explaining why you gave that score. This single sentence will often reveal the exact gap you need to address.

Pillar	Score (1–10)	One honest sentence about this area of your life right now
 Financial Foundation	___ / 10	_____
 Health & Energy Systems	___ / 10	_____
 Relationships & Social Capital	___ / 10	_____
 Career Architecture	___ / 10	_____
 Home & Environment	___ / 10	_____
 Identity & Purpose	___ / 10	_____

-  After completing this table, circle your two lowest scores. These are your **Priority Gap Zones** — the areas you'll focus on in the action sections that follow. Don't try to fix everything at once. Infrastructure is rebuilt one pillar at a time.

STEP 2

Deep-Dive Diagnostics: What's Actually Broken?

A score tells you *where* a gap exists. This step helps you understand *what kind* of gap it is. There are four types of infrastructure gaps, and each requires a different kind of fix. Read each type carefully and identify which ones apply to your Priority Gap Zones.

1

The Absent System

There is no structure, habit, or plan in this area at all. You've been operating on instinct or avoidance. **Fix type:** Build from scratch — start with a minimum viable system, not a perfect one.

2

The Broken System

There was once a system or routine here, but it has lapsed, deteriorated, or been disrupted. You know what good looks like — you've just drifted. **Fix type:** Restart and add a trigger mechanism to make it sticky.

3

The Wrong System

There is activity here, but it's not producing the right outcomes. You're busy but not improving. **Fix type:** Stop, reassess, and redesign the approach — effort isn't the problem, direction is.

4

The Invisible Gap

You didn't realise there was a gap until now. There's no urgency yet, but the absence is creating quiet drag. **Fix type:** Introduce a baseline — even a small, consistent action is infinitely better than nothing.

Most people discover they have a mix of all four types across different pillars. That's completely normal. The goal isn't perfection — it's **clarity**. Knowing the gap type is half the work of closing it.

STEP 3

The Reflection Worksheet: Going Beneath the Surface

Scores are useful, but real insight comes from reflection. Use the questions below to dig into your two Priority Gap Zones. Write freely — there's no correct format. Even bullet points are fine. The goal is to surface what you already know but haven't said out loud yet.

For Each Priority Gap Zone, Answer:

1. When did I last feel genuinely strong in this area? What was different then?
2. What am I tolerating in this area that I would never tolerate in a professional context?
3. Who around me has this area dialled in? What specifically do they do differently?
4. If this gap were fully closed one year from now, what would my day-to-day life actually look like?
5. What's the single smallest action I could take this week that would improve this area by 5%?

My Reflection Notes

Priority Gap Zone 1: _____

Priority Gap Zone 2: _____

 Reflection without action is just journaling. The power of this exercise comes from committing to at least one specific next step before you close this worksheet. Don't skip the action planning section at the end.

STEP 4

The Gap-Closing Checklist: Pillar by Pillar

Use this checklist to identify which specific elements are missing within each pillar. Tick only what is **consistently present** in your life right now — not what you used to do, intend to do, or occasionally do. Honesty here creates the clearest action roadmap.

Financial Foundation

- ☐ I have a monthly budget I actually follow
- ☐ I have 3–6 months of emergency savings
- ☐ I am actively reducing or managing debt
- ☐ I have a retirement or long-term savings plan
- ☐ I review my finances at least once a month
- ☐ I understand where my money goes each month

Health & Energy Systems

- ☐ I sleep 7–8 hours most nights
- ☐ I exercise at least 3 times per week
- ☐ I have a nutrition approach I maintain consistently
- ☐ I have a mental health practice (therapy, mindfulness, journaling)
- ☐ I take breaks during the workday intentionally
- ☐ I have annual health check-ups scheduled

Home & Environment

- ☐ My home environment supports rest and recovery
- ☐ I have systems for recurring logistics (groceries, bills, admin)
- ☐ My digital environment is organised and not draining
- ☐ I have a workspace that supports my best thinking

Relationships & Social Capital

- ☐ I have 2–3 close relationships I invest in regularly
- ☐ I maintain a professional network actively, not just in crisis
- ☐ I have a mentor or someone who challenges my thinking
- ☐ I have people I could call in a genuine emergency
- ☐ I have relationships outside of work and family

Career Architecture

- ☐ I have a clear 1–3 year career direction
- ☐ I am actively developing a skill relevant to my next role
- ☐ I have a learning habit (books, courses, practice)
- ☐ I know what makes me distinctly valuable in my field
- ☐ I have a mentor or sponsor in my professional life
- ☐ My LinkedIn / portfolio reflects my current self

Identity & Purpose

- ☐ I can articulate my core values clearly
- ☐ My daily decisions feel aligned with who I want to be
- ☐ I know what success looks like for me personally, not just professionally
- ☐ I have a sense of direction beyond my current job title

 Count your unticked boxes per pillar. Any pillar with 3 or more unticked items is a **Structural Gap** — it needs deliberate attention, not just awareness. Flag these clearly before moving on.

REAL-WORLD APPLICATION

Case Example: Priya's Infrastructure Audit

Priya is a 34-year-old senior marketing manager at a mid-sized technology firm. On paper, her career is thriving — she was promoted twice in three years, manages a team of six, and earns well above the median for her role. But she found this worksheet during a particularly exhausting month and decided to work through it. What she discovered changed the direction of her next twelve months.

Priya's Audit Scores

Financial Foundation	7/10
Health & Energy Systems	3/10
Relationships & Social Capital	4/10
Career Architecture	8/10
Home & Environment	5/10
Identity & Purpose	4/10

Priority Gap Zones: **Health & Energy** and **Identity & Purpose**

What Priya Discovered

Priya had a **Broken System** in Health & Energy. She used to exercise regularly in her late twenties but had let it lapse when she took on her current role. She wasn't sleeping well, was skipping meals, and relied on caffeine to sustain focus through long meetings. The gap wasn't knowledge — she knew what to do. The gap was that she had **removed all environmental triggers** that used to prompt her healthy behaviour.

In Identity & Purpose, she had an **Invisible Gap**. She had never thought of this as something to actively maintain. Her fix: she booked a single session with a coach, identified three values she had been consistently violating, and redesigned one weekly habit to honour each of them. She also wrote a personal purpose statement — something she'd never done before — and pinned it to her desktop.

Ninety Days Later

Priya had reinstated a 20-minute morning movement routine (not an hour — just 20 minutes), was in bed by 10:30 PM four nights a week, and had started a monthly dinner with two close friends she had drifted from. She described herself as "still busy, but no longer hollow."

- ✓ The most important lesson from Priya's case: **she didn't fix everything**. She fixed two things, consistently. That's the entire strategy. Identify your highest-leverage gaps and close them with sustainable, modest actions — not heroic overhauls.

STEP 5

Common Mistakes When Closing Infrastructure Gaps

Most professionals who identify their gaps don't fail to close them because of lack of effort. They fail because of predictable, avoidable mistakes. Recognise these patterns before you commit to your action plan, and you'll have a significantly higher chance of following through beyond the first two weeks.

✗ Mistake 1: Treating Everything as Equally Urgent

When everything is a priority, nothing is. Professionals who try to fix all six pillars at once make superficial progress across the board and deep progress in none. **Fix:** Commit to your top two gaps for 90 days. Everything else stays in maintenance mode.

✗ Mistake 2: Setting the Bar Too High

Inspired by the audit, you commit to a perfect morning routine, daily exercise, monthly budget reviews, and weekly networking calls — all starting Monday. By Thursday, you've quit. **Fix:** Set a minimum viable version of each new habit. If you can't do it on your worst day, it's too ambitious to start with.

✗ Mistake 3: Waiting for Motivation

Infrastructure doesn't get built when you feel like it. It gets built when you've made it structurally unavoidable through your environment, calendar, and commitments. **Fix:** Schedule your new behaviour before motivation arrives. Motivation follows action, not the other way around.

✗ Mistake 4: Auditing Without Accountability

A private commitment to change has a low completion rate. Telling one other person — a friend, a colleague, a coach — dramatically increases follow-through. **Fix:** Share your two Priority Gap Zones and your 90-day action plan with one trusted person. Ask them to check in with you in a month.

ACTION PLAN

Your 90-Day Infrastructure Repair Plan

This is where insight becomes commitment. Use the template below to document your plan for closing your two Priority Gap Zones over the next 90 days. Be specific — vague intentions produce vague results. The more concrete your plan, the more likely you are to actually execute it.



The three-phase approach prevents the most common failure mode: overcommitting in week one and abandoning by week three. Each phase builds on the last, creating momentum rather than relying on willpower.

Plan Element	Priority Gap Zone 1	Priority Gap Zone 2
Pillar Name	_____	_____
Gap Type (Absent / Broken / Wrong / Invisible)	_____	_____
Minimum Viable Habit (Days 1–30)	_____	_____
Environmental Trigger (what will prompt this habit?)	_____	_____
90-Day Success Looks Like	_____	_____
Accountability Partner	_____	_____
30-Day Check-in Date	_____	_____

✔ Once you've completed this table, take a photo of it or copy it into your notes app. Infrastructure repair is a long game. Keeping your plan visible — not buried in a downloaded PDF — is itself a key infrastructure behaviour.

KEY TAKEAWAYS

What You Now Know — and What to Do Next

You've just done something that most working professionals never make time for: a honest, structured audit of the systems that run your life beneath the surface of your career. That awareness alone is meaningful. But awareness without action is just sophisticated procrastination. Here's what to carry forward.

1 Your personal infrastructure is not a luxury — it's a performance foundation

The quality of your systems in health, finance, relationships, and purpose directly determines how far and how sustainably your career can go. Neglecting them doesn't save time — it borrows it from your future self.

2 Gaps are normal — invisibility is the real risk

Every professional has infrastructure gaps. The dangerous ones aren't the obvious problems; they're the invisible gaps you've normalised. This audit exists to make the invisible visible before it becomes urgent.

3 Gap type determines fix type

An Absent System needs a different response than a Broken System or a Wrong System. Match your intervention to the actual nature of the gap, not just the symptom you're experiencing.

4 Focus on two pillars, not six

Your two Priority Gap Zones are where all your repair energy should go for the next 90 days. Sustainable change comes from concentrated effort, not distributed intention.

5 Minimum viable habits beat ambitious plans

Set the bar low enough that you can clear it on your hardest day. Consistency at a modest level compounds into structural strength. Heroic commitments that collapse in week two accomplish nothing.

6 Accountability is infrastructure, too

Share your plan. Name your accountability partner. Put your check-in date in your calendar. The social architecture around your commitment is as important as the commitment itself.

7 Re-audit every six months

Your life changes. Your infrastructure needs change with it. Set a recurring reminder to revisit this worksheet every six months — not because you failed, but because growth creates new gaps worth closing.

You don't need to rebuild everything. You need to repair the right two things, with intention, for 90 days. That's the entire playbook.
Now go close your gaps. — **PlanetSpark**