

Year End Review Cheat Sheet

Year-end provides a great opportunity to stop and take stock of our lives. Take some time to see the bigger picture and acknowledge yourself for what you have accomplished and who you have become over the past year. Let this exercise be easy and rewarding.

Hopefully the experience will set you up for a deeper sense of satisfaction and a motivating New Year's goal setting session. The review is designed to provoke your year-end reflection in two arenas: work and life.

You may want to blend these 2 arenas on one inventory or complete the inventory twice, once for each arena.

Celebrate, Reflect and Acknowledge the Gifts and Challenges of the Year...

Looking back over the year, what did you accomplish? List at least 25 things: Things you have done right, ways you've grown as a person, goals achieved, positive life changes, special memories you have created.

1. _____
2. _____
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4. _____
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11. _____
12. _____
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16. _____
17. _____
18. _____
19. _____
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22. _____
23. _____
24. _____
25. _____

Notes: _____

What were the top 10 things that drained your energy this year?

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2. _____
3. _____
4. _____
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What were the top 10 things that gave you energy this year?

1. _____
2. _____
3. _____
4. _____
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10. _____

Who are the 3 people that matter to you most? What have you most appreciated about having them in your life? Have you expressed your appreciation to them in a meaningful way?

1. _____

2. _____

3. _____

List the top 3 goals you were shooting for this last year. On a scale of 1-10 how satisfied are you with this year's progress? For any that you are less than satisfied with, is the goal still important to you? If yes, make note of it and save it for consideration for next year's list.

1. _____

2. _____

3. _____

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What was the biggest lesson you learned this year that you want to guide you in the next year?

Given that you have a few weeks left this year – what can you do to finish the year off right, lighten your load or prepare for next year?
