

Reflect with Intent

Taking a realistic look at your highs and lows of the year can help you improve your skills and provide incentive for the next year. Review with the intent of celebrating success, acknowledging near misses and failures, and setting goals to help you move forward with a purpose.

1. What did you set out to do?

Look back over the goals you set at the start of the year/semester and remind yourself of what you hoped to achieve.

Organisation goals

Professional goals

Personal goals

2. What happened?

Highlight Reel

What were the high points for you? It's time for some celebration of all the amazing things YOU achieved personally and professionally.

Steps

What progress did you make towards bigger dreams? It doesn't matter how small the step was, it's still progress!

Roadblocks

When did you not live up to your expectations? Were there missed opportunities? Were any of your goals unrealistic?

3. To sum up ...

Looking at what you've written, summarize your progress.

3 successes

What makes the podium in your successes this year?
What are your top 3 achievements?

2 learnings

What are 2 things that you've learned about yourself?

1 miss

What was the one that got away?

4. Moving forward

Based on your review and reflection, how are you going to move into the next year with intention and purpose? Think about things that you want to say yes to, how you want to think and act, and the impact that you'd like to have.

Keep

What actions/habits of mind have helped you achieve your goals? Keep a hold on to these!

Start

What are some new thoughts & behaviours you'd like to start? Who or what can help you start these?

Eliminate

What habits or actions do you want to say goodbye to?
What will it look/feel like when you eliminate these thoughts from your life?

