

Ellie Rich-Poole

The Recruitment Coach

Year End Review

The end of the calendar year (or the end of your work financial year) is a great time to pause and reflect.

Plan in some time to look back at the last 12 months and note down:

What am I most proud of achieving this year?

List everything you have done. Check back in your calendar to remind you. Then reflect on what your personal highlights have been. How are you going to celebrate your successes?

What didn't go so well?

Are there any things you felt disappointed by? Note down what happened, what you would do differently next time round. Then let it go.

What have I learnt?

Bearing in mind your achievements and disappointments, what have you learnt about yourself this year? What other learnings have you had? Have you learnt any new skills? Have you found out anything new about yourself?

What are my big goals for next year?

What are your priorities? What would you be disappointed not to have achieved this time next year? In life, as well as work.

What do I want to remember next year?

How will I make sure I don't forget the learnings I have had, and my priorities? What do you want to make a note of right now, that you will take with you into the next 12 months?

Write it down on the template below, or wherever works for you, and keep it safe to look back at regularly through the next 12 months. Then repeat!

What am I most proud of achieving this year?

Reflections on my year

What do I want to remember next year?



What didn't go so well this year?

What have I learnt?

What are my big goals for next year?