



END-OF-YEAR REFLECTION TEMPLATE



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End-of-Year Reflect Questions

Answer the following questions as candidly as possible.

A Snapshot of Last Year – What were your successes?

Looking back at your business last year, what were your successes? List out your successes, your achievements and accomplishments; those things you are proud of from the very big things to the very small. Do not worry about the size of the success. It could be around something you did (e.g. Exceeded revenue goal in Q1) or a way of being you took on (Was more patient).

*** If this is the first year you are in business, reflect back on your previous job/position**

A Snapshot of Last Year – Where did you fall short?

List out the times you fell short in your business, when you did not achieve what you set out to. Areas, which led to disappointment, or a feeling of failure. What expectations or hopes that you had that were not met? What regrets do you have? List all of those below.

Learning & Insight – Looking back, what insights did you gain?

When you look back at your successes, what did you most glean out of reaching them? What had you succeed? As you review your list of areas you fell short in, what lessons could you draw from those? Insights you wish you had seen or followed but didn't. Just write what comes to mind. Do not judge or edit! Think of a lesson as a piece of advice that you might tell a friend or say to yourself. (E.g. "Set clear and specific goals" or "Follow my intuition even if others tell me otherwise"). You want to ensure they are believable!

Where are you at in terms of goal setting for your business so far?

Are there any specific business goals you already have in mind you would like to accomplish this year? Write them below. If there are specific areas of your business you would like to focus in on, write them here. This is an opportunity to capture your thoughts prior to the session and refer to as needed.