



LOOK BACK and LEARN

YOUR YEAR IN REVIEW

Look Back and Learn

– your year in review!

Our memories give us voice and bear witness to history, so that others might learn. So, they might celebrate our triumphs and be warned of our failures.

Mohinder Suresh

The past year has certainly been one to remember – and no doubt you're looking forward to a fresh start in the new year! Rather than writing off the past 12 months and switching off over the Christmas break, it's important to take some time at the end of the year to reflect on what you've accomplished, learned, and aspire to change.

The Look Back and Learn process draws on the work of David Allen, author of *Getting Things Done*, to reflect on your memories and experiences of the past year. This allows you to spot opportunities, lessons, and shift your perspective on events that might have seemed unpleasant at the time. It will also help you appreciate and express gratitude for moments you may have forgotten.

This process requires nothing but time and space to think. It may take you an hour or even more to complete the exercise, but it is a powerful tool for strategic goal setting and really analysing what you can learn from the

past year. It is best completed sometime in December before New Years' Eve, as a natural pre-cursor to setting new goals for the next year.

Wherever you feel most inspired, reflective, and thoughtful, is where you should complete this exercise. It may be on the beach, somewhere in nature, at sunrise or sunset, you may wish to play music or meditate – however you feel most grounded and focused. Ideally, you will have minimal distractions too. Turn your phone off, ask not to be disturbed, and take this time for YOU.

Look Back and Learn Toolkit

You will need:

- A notepad or journal to capture your ideas
- Pens or pencils – sometimes using multiple colours can stoke your creative fire
- Your diary or calendar from the past year
- Your diary or calendar for the year ahead
- Water and/or snacks to keep you energised

When writing your answers, consider the following areas:

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|-------------|-------------|--------------|
| • Physical | • Spiritual | • Community |
| • Emotional | • Financial | • Creativity |
| • Mental | • Family | • Fun |



Look Back and Learn

Your step by step guide

1. Mind map, brain dump, dot point, or list your most notable memories of the past year

These are memories that were highlights for you. Also consider moments that may not have been pleasant, but still allowed you to experience the depth of human emotion. Jot them all down, the order does not matter. When you have written all that you can remember, grab your diary and use it to refresh your memory. Add in anything you might have forgotten, and feel free to incorporate diagrams, pictures, symbols, and keywords to best express yourself.

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2. If you set specific goals for the year, take a moment to check in and see how you did

Write down what you achieved, what you didn't, and why. What lessons did you learn? What would you do differently?

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3. Completing and remembering the year – answer the following questions

- What was your greatest accomplishment?

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- What was the savviest decision you made?

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- What word best sums up and describes the past year?

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- What was the most important lesson you learned?

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- What was the most selfless service you performed?

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- What feels incomplete, or what unfinished business do you have?

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- What are you most satisfied about completing?

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- Which three people had the biggest impact on you?

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- What was the craziest risk you took?

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- What came as a surprise to you this year?

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- What important relationship changed the most?

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- What was the most impactful book, movie, documentary, or podcast that you consumed?

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- What compliment do you wish you had received?

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- What do you need to do or say to feel closure?

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4. Creating the New Year – answer the following questions

- What would you like to be your greatest accomplishment?

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- What lesson do you want to learn?

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- What major change do you want to make in your finances, and how are you going to achieve this?

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- What would you feel most satisfied completing?

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- What major indulgence would you like to treat yourself to?

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- What would you most like to improve about yourself?

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- What are you looking forward to learning?

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- What risk are you prepared to take?

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- What about your profession or career are you planning on changing?

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- What talent or skill would you like to explore?

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- What makes you truly happy, and how will you make time for that?

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- Who, other than yourself, are you most committed to loving and serving?

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- What one word would you like to have as a theme for the year ahead?

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- Imagine you're sitting in a conference room making an important announcement. What are you saying? Don't worry about the "how", focus on feeling that energy.

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5. Take some time to really think and analyse your answers above

- Notice any patterns and recurring answers – is there a theme that needs to be addressed?
- Use **this** as a guide to create your goals for the New Year.
- What are the actions, issues, and goals that would have the biggest impact on the most areas of your life?
- Set simple and clear objectives for the year ahead, and use the SMART goals acronym as a guide.

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6. Share your future vision with others

Peer accountability and support is an excellent way to increase the probability of you achieving your goals. Share your vision and plan with the people around you who will keep you on track for success. You can also benefit from the power of other people’s perspective and experience, so don’t be afraid to reach out for guidance.

7. Celebrate completing this process and know you’re on the path to success

Put on some music, go for a swim, run, laugh – do something that makes you feel great. It’s important to remember that life is to be enjoyed, and that hard work is worth celebrating. Taking the time to assess your year in review and plan your future success is a powerful exercise, and by virtue of completing this process you’re already one step ahead. Whenever you tick off a goal or accomplishment, make sure you take the chance to celebrate your efforts to keep the magic memories going.

**This is YOUR year
to make a change.**

I look forward to helping you unlock the champion you are.
Make your New Year the biggest, brightest, happiest,
healthiest, most prosperous year yet.