

Personal Yearly Reflection and Annual Planner

Key points:

- 1) Read the entire document before you commence your reflections.
- 2) The first two tabs focus on reflecting on the past year. Deep reflection on the past year not only provides a platform to plan for your next year, but also helps you to identify if you are living a balanced life, your inner desires, those who have contributed to your journey and the baggage that you should leave behind.
- 3) The next two tabs focus on planning your year ahead, starting with your purpose in life and your values. The first sheet of the plan focuses on setting objectives and the next one on the softer things that you want or don't want in your life, including things that bring you happiness (which you want to continue) and those that don't (which you want to avoid / remove). This should be reviewed every week at the least to ensure that you are on track. Moreover, the key deadlines should be diarised so that you can track them regularly.
- 4) The Action Plan and Tracking sheets can be customised to your individual needs to enable you to break down your objectives into specific action points and deadlines (so that there is clarity of intent) and also to assist in tracking the achievement of objectives that are continuous in nature.
- 5) The copyright in the document are reserved by the creator. The document can be shared or used freely on a non-commercial basis but not for a commercial purpose in line with the why of the creator which is to "touch and positively influence the life of each person I interact with".

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REFLECTING ON THE PAST YEAR

Reflect on your past year (including going through your weekly schedule and daily journal) and note significant achievements, important events, family events and achievements and business successes and summarise the year in each of the categories below.

Personal (including Friends)

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Family

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Community

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Health, Diet and Physical Fitness

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Mental (Focus and Strength), Emotional (Gratitude and Personal Journaling) and Spiritual

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Life Long Learning - Additional Qualifications / Knowledge

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Business / Finances

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Bucket List Achievements

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What was your greatest moment or achievement, who helped you achieve it and how did you feel about it (sensation)?

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Is there anything that made you particularly happy or unhappy in the areas listed above? List them.

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What was your biggest discovery about yourself and why?

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What were you most grateful for and why?

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REFLECTING ON THE PAST YEAR IN ALL AREAS - FAMILY, BUSINESS, COMMUNITY AND SELF

Three Biggest Achievements

<i>Achievement</i>	<i>How achieved</i>	<i>Who helped you and how</i>

Three Biggest Challenges / Failures

<i>Challenge</i>	<i>What did I do to overcome it and who helped me?</i>	<i>Lessons learnt</i>

Who were the people who influenced you the most?

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Name the people that you need to express gratitude to and what you need to thank them for

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Final reflections

The biggest lesson learnt:	
The biggest risk undertaken:	
The most important thing I did for others:	
The most important thing I did for myself:	
My proudest moment:	
The best book read:	
The year in three words:	

What were you not able to accomplish and why?

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Are there things that you need to let-go, people you need to forgive or ask for forgiveness before you start your new year?

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MY YEAR AHEAD

My why / purpose:		
My values:	Value	How do I live this value?

What are your objectives for the year ahead, how will you measure them, and by when will you achieve them?

Personal Life (including Friends)		
Objective	Measurement	By When

Family		
Objective	Measurement	By When

Community		
Objective	Measurement	By When

Health, Diet and Physical Fitness		
Objective	Measurement	By When

Mental (Focus and Strength), Emotional (Gratitude and Personal Journaling) and Spiritual		
Objective	Measurement	By When

Life Long Learning - Additional Qualifications / Knowledge		
Objective	Measurement	By When

Business / Finances		
Objective	Measurement	By When

Bucket List		
Objective	Measurement	By When

In the coming year, my secret wish is:

If I achieve the above, I will gift myself:

MY YEAR AHEAD

Things that I will let go

Things that I will dare to discover

Things that I will say no to

Things that I want to achieve most

Things that I will do everyday

Commitments that I will not go back on

Things that I will spoil myself with

Things that I will spoil my close ones with

MY OBJECTIVES - ACTION PLAN

The table below will assist you to develop a detailed action plan for each objective that requires multiple actions to achieve the objective. Each of the action then needs to be diarised to ensure that you can hold yourself accountable.

	Objective	Action required	By when
1)		a)	
		b)	
		c)	
2)		a)	
		b)	
		c)	
3)		a)	
		b)	
		c)	
4)		a)	
		b)	
		c)	
5)		a)	
		b)	
		c)	
6)		a)	
		b)	
		c)	
7)		a)	
		b)	
		c)	
8)		a)	
		b)	
		c)	
9)		a)	
		b)	
		c)	
10)		a)	
		b)	
		c)	
11)		a)	
		b)	
		c)	
12)		a)	
		b)	
		c)	
13)		a)	
		b)	
		c)	
14)		a)	
		b)	
		c)	
15)		a)	
		b)	
		c)	

TRACKING

This sheet should be used to track objectives that are recurring e.g. going to the gym twice a week, reading a book per week, weight etc. The aim is to reflect back at the end of each year to see how you have performed against such recurring objectives.

Objective								
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Week 6								
Week 7								
Week 8								
Week 9								
Week 10								
Week 11								
Week 12								
Week 13								
Week 14								
Week 15								
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Week 52								