



MY ANNUAL REVIEW

Year Being Reviewed (e.g., 2020)

Date Completed (e.g., 12/15/2020)

Materials:

- “My Annual Review” worksheet (available at <https://www.leadershipandhumanpotential.com/resources>)
- A pen or pencil to write with
- Optional: Any data that you’ve collected about yourself or your experiences, achievements, or struggles over the past year (n.b., This is not required, but may include items like a quantified self tracker, your journal, your most recent performance review, a list of goals, etc.)
- Optional: “My New Alpha Personal Plan” worksheet from the previous year

Successes:

What were your biggest successes, wins, or accomplishments over the past year? Consider what you're most proud of, what brought you the most joy, and any big challenges that you tackled.

Strengths/Skills:

What strengths or skills allowed you to accomplish these things? Did any of your values influence your successes? If so, how?

Challenges:

What were the biggest challenges that you faced this year? What did you enjoy the least?



Lessons:

What are the top three lessons that you learned this year?

Personal Development:

What would you like to improve upon or further develop for next year? What do you need to do in order to make these improvements (for example: personal development, coaching, additional education or training, motivation, etc.)?

Looking Ahead:

What specific goals, focal areas, or aspects of your long-term vision do you want to prioritize for next year?

Next Steps & Resources:

- Complete the “My New Alpha Personal Plan” worksheet for next year, based on the reflection activities that you completed in this worksheet.
- Get more tips, tricks, and tools for personal and professional planning (including step-by-step instructions, templates, and examples) by reading our book, **The New Alpha: Join the Rising Movement of Influencers and Changemakers Who Are Redefining Leadership** (available wherever books are sold).
- **Join the Leadership and Human Potential community** by signing up at <http://www.LeadershipAndHumanPotential.com/newsletter>. As a subscriber to our newsletter, you'll get early access to all the latest news and resources to help you achieve your goals, find fulfillment, and make an impact. You'll also be the first to find out about our courses and events, as well as any special discounts.