

Before
the New Year

My Year in Review

LOOK BACK, CELEBRATE, LEARN

Take a moment to reflect on the past year. Celebrate your achievements, recognise what you've learned and be proud of how far you've come.



1



My 3 Professional Wins

What achievements, successes or positive moments are you most proud of this year?

1

2

3

2

What I'm Proud Of

Think about your skills, growth, relationships or challenges you handled well.



3



2 Important Lessons I've Learned

What did you learn about yourself, your work or your goals this year?

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2

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What I Want to Carry Forward

What habits, skills, relationships or experiences do you want to keep in the new year?

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Challenges I Overcame

What challenges did you face this year and how did you handle them?

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Every
challenge
helps you
grow a
brighter
future.



New Year
New Goals
Brighter Days



2. What Do I Really Want?

★ EXPLORE YOUR PRIORITIES ★

Take some time to think about what truly matters to you. This page will help you explore your values, needs and the kind of working year you'd like to create.



What I Enjoy Most About My Work

What parts of your work make you feel energised and fulfilled?



What Drains My Energy

What feels challenging, stressful or exhausting?



My Strengths

What skills, qualities or experiences do you bring to your work?

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What I'd Like to Change

What would you like to be different in the year ahead?

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My Ideal Working Year

Imagine the year ahead. What would make it feel successful for you?



My Priorities

- ☐ Work-life balance
- ☐ Career growth
- ☐ Financial goals
- ☐ Learning new skills
- ☐ More flexibility
- ☐ Better wellbeing
- ☐ Time for family and friends
- ☐ Something else:



A Note to My Future Self

Write a few kind words of encouragement. What do you hope to achieve, feel or experience by this time next year?



3. My Fresh Start

TURN IDEAS INTO OPPORTUNITIES

Use this page to turn your reflections into a clear and positive plan for the year ahead.

What would you like to achieve, learn or explore?

NEW SKILLS

NEW OPPORTUNITIES

MORE BALANCE

BRIGHTER DAYS



My Main Career Goal

What do I most want to achieve in the year ahead?



Possible Opportunities

What could help me achieve this?



Skills I Want to Develop

What new skills, knowledge or experience would be most valuable for me?



Support I Might Need

Who or what could help me along the way?



Possible Career Paths

Are there other roles, industries or areas I'd like to explore?



Steps to Take

What practical steps can I take to move forward?



Why It Matters

How will achieving this goal make me feel? What will be better for my life?

A happier
career makes
a brighter
Christmas
and a brighter
you!



4. My January Action Plan

SMALL STEPS, BIG PROGRESS

Use this page to turn your reflections into a simple and manageable plan for the new year. Choose achievable steps and give yourself time to grow.

New
Year
Brighter
You

1 My Main Goal for the New Year

What's the one thing I most want to achieve?
Keep it realistic and meaningful.

2 Why This Goal Matters

How will achieving this goal make me feel?
What will be better for my work and personal life?

3 My January Action Plan

Break your goal down into four simple steps for January.
Keep them achievable and give each step a target week.

Week
1

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Week
2

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Week
3

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Week
4

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4 Resources & Support

What or who can help me as I take these steps?
Consider training, people, tools or opportunities.

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5 Possible Challenges

What might get in the way and how can I prepare for them?

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6 Review & Celebrate

At the end of January, look back and see how you did.
What progress have you made? What's next?



A Little Reminder

- ☐ Progress over perfection
- ☐ Small steps still count
- ☐ You're capable of amazing things
- ☐ A brighter future is within reach

