## **STEP ONE: Smarter New Year goals start with better reflection.**

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| 1. **What wins and accomplishments did you achieve in 2019?**
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| 2. **What were moments of greatest joy and fulfillment (personal and professional)?** |
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## **STEP TWO: From these two questions, now answer…**

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| **What are the top three things you want to celebrate?**  |
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| **What will you do to you celebrate?** It could be a vacation or it can be simple such as take a walk in your favorite place or connecting with someone special. We too often fail at this critical step and instead we look at what is next. This leads to unfilled work and personal lives and can lead to burn out.  |
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| **What values were you honoring in order to achieve these?** Values are what you stand for, believe in, and what you hold important. They are intrinsic to you like your own fingerprint. Examples: adventure, service, learning, integrity, authenticity, challenge, etc. |
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| **Who were the people and relationships that where important to you?** Where were you supporters, mentors guides?  |
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| **Who do you need to acknowledge and thank (e.g. family, colleagues, mentors, coach)?** |
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| **What didn’t you accomplish?** This is not a place to make you wrong. It is looking at what may no longer be important or serve you, and what resources, collaborators, and/ or learning may you need in the future. |
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| **What stopped you from accomplishing them?**  |
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| **What is still important to you now to move to next year?** |
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| **What would you do less of? More of?** You will want to move these to the next year as well as anything you didn’t accomplish that remains important and what values you want to honor. You can also think of it as what you will be saying YES to and NO to in the new year. |
| More | Less |
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| **What do you need to let go of?** |
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## **step three: Additional REFLECTION and Journal of what you want next year.**

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