

Date

My Year-End Review

5 Steps to Reflect and Reset

Welcome to your annual reflect & reset! Use this worksheet to look back on the past 12 months, celebrate your wins, learn from challenges, and set intentions for the future.

Goals

1. Foster deeper self-awareness
2. Cultivate gratitude
3. Celebrate growth
4. Facilitate letting go
5. Strengthen vision and intention-setting

Step 1: Review Your Year

Review each week of your calendar and compile a comprehensive list of highs and lows. In the “highs” column include relationships, accolades, new skills, new habits, accomplishments, and gratifying moments at home or work. In the “lows” column, include disappointments, setbacks, and challenges – and any relationships, habits or moments that fueled your “lows.”

HIGHS	LOWS

Reflect on the following questions as you narrow down your list of highs and lows:

1. What are you MOST proud of? Where did you grow the most, step out of your comfort zone, effectively self-advocate, and help others in your network?

2. What are you LEAST proud of? These might be opportunities for new habits, priorities, boundaries, and skill development.

Step 3: Capture the Last Year in a Headline

Summarize your last year in 10 words or less. Brainstorm a few options and select the phrase that fully captures your feelings about the year. Maybe a single word perfectly sums it up!

Examples:

- “Tuned Into ME: Mind, Body, Spirit”
- “Resilient”
- “Adapting, Learning, Thriving”

Now it's your turn:

Step 4: Dream Big(ger) for Next Year

Answer the following questions, taking your time to explore your aspirations and dreams for the next year. Remember, the goal is to push yourself to think more expansively.

A. Reflect and Brainstorm

What do you want next year? Record your initial thoughts, dreams, and aspirations for the next year.

B. Dream Expansion

Choose one or more dreams from your initial list. Expand on each dream. How can you make it bigger or more ambitious? Write your expanded thoughts.

C. Feedback and Iteration

Ask someone you trust—a friend, family member, or mentor—to provide feedback or additional ideas to make your dream bigger and more exciting. Record their insights or suggestions below and underline any concrete steps they propose.

D. Final Dream Capture

Craft an inspiring headline or select a single word that encapsulates your BIG dream for the next year:

Step 5: Stop, Start, Continue

Make a STOP List

What habits, behaviors, mindsets or activities do you want to reduce or eliminate from your life to support your growth and fulfillment? These might include: bad habits, toxic relationships, unhealthy coping mechanisms, and self-limiting beliefs. Use your “Least Proud Of” list above for inspiration.

Make a START List

What new priorities, skills, behaviors or mindsets do you hope to incorporate into your life in the coming year? These might include: self-care routines, healthy communication skills, asking for support, taking risks.

Make a CONTINUE List

What current positive habits, relationships, rituals or mindsets would you like to carry into the new year? These might include: morning meditation, date nights, saying no to overcommitment.

Stop	Start	Continue

Share Your Dream

We'd love to hear your dream for the next year! With your permission, we may even ask to share it on our channels, not only to cheer you on, but also to motivate more women in our community to think big and achieve their biggest goals right alongside you!

☀️ Share your dream by emailing us at community@equiptwomen.com.

"The only limit to the height of your achievements is the reach of your dreams and your willingness to work for them."

- Michelle Obama