

Review Your Year in 3 Easy Steps

1. What happened this year? Begin with an Inventory of Your Year

List the most significant events. Include both expected and unexpected experiences.

Planned/Expected Events	Unplanned/Unexpected Events

You may want to have look back at your calendar or planner at hand to help you quickly recall the things you want to include.

2. List your Top 5-10 Most Significant Experiences

Choose the
**most
significant**
events or
experiences.

	This Year's Highlights		This Year's Top Challenges
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

3. Review & Assess the “Big Picture”

Once you have listed significant events and experiences for the year, you can use this “wheel of life” tool **to review your year from a “big picture” perspective.**

This will help you to consider your work in the larger context of your life. Are you focusing on what you care most about? Including this provides the foundation for planning the coming year. Below are some suggested instructions to adapt it for your own purpose

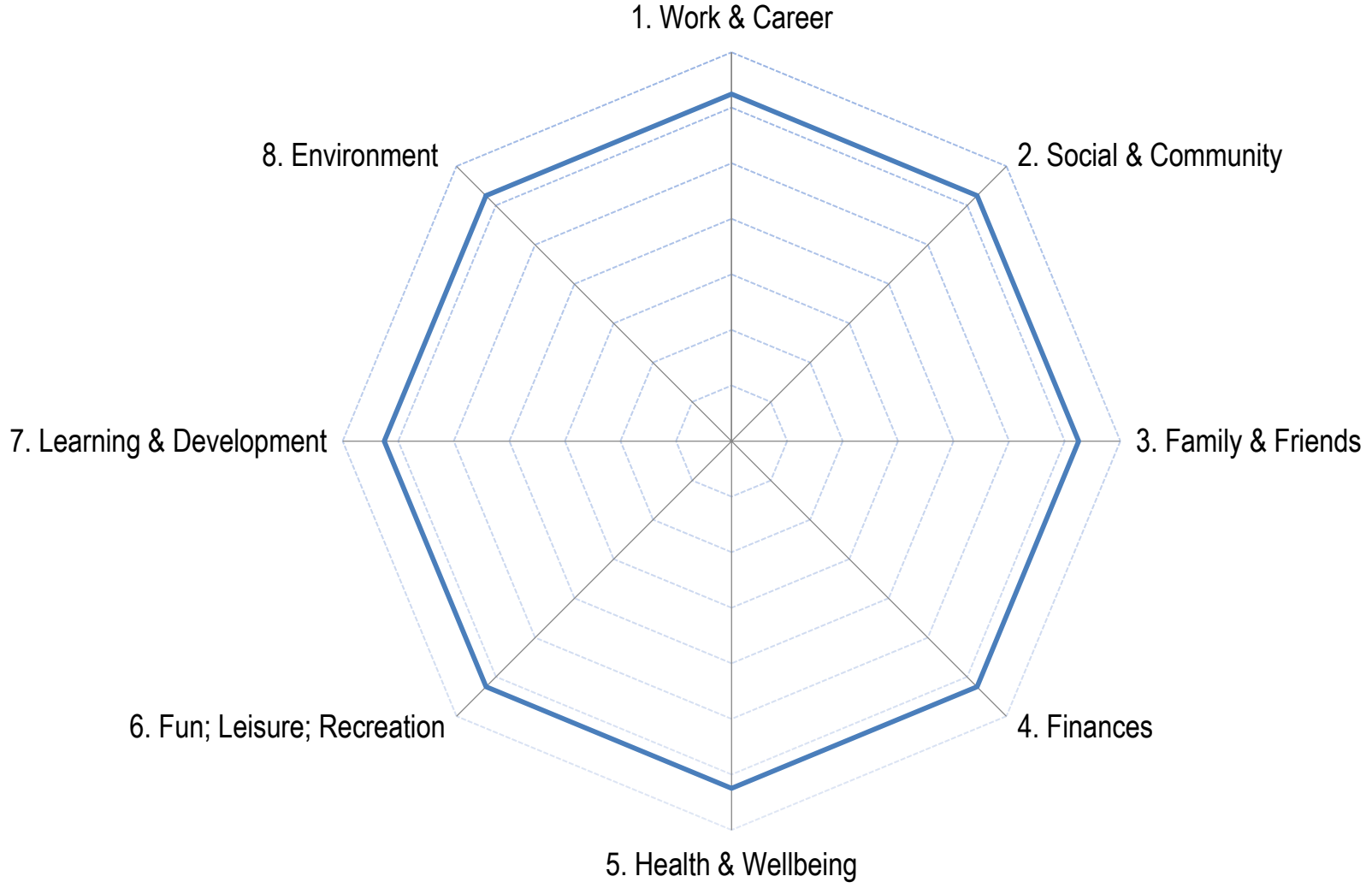
i) Choose categories that resonate with you.

What are the important dimensions of your life?

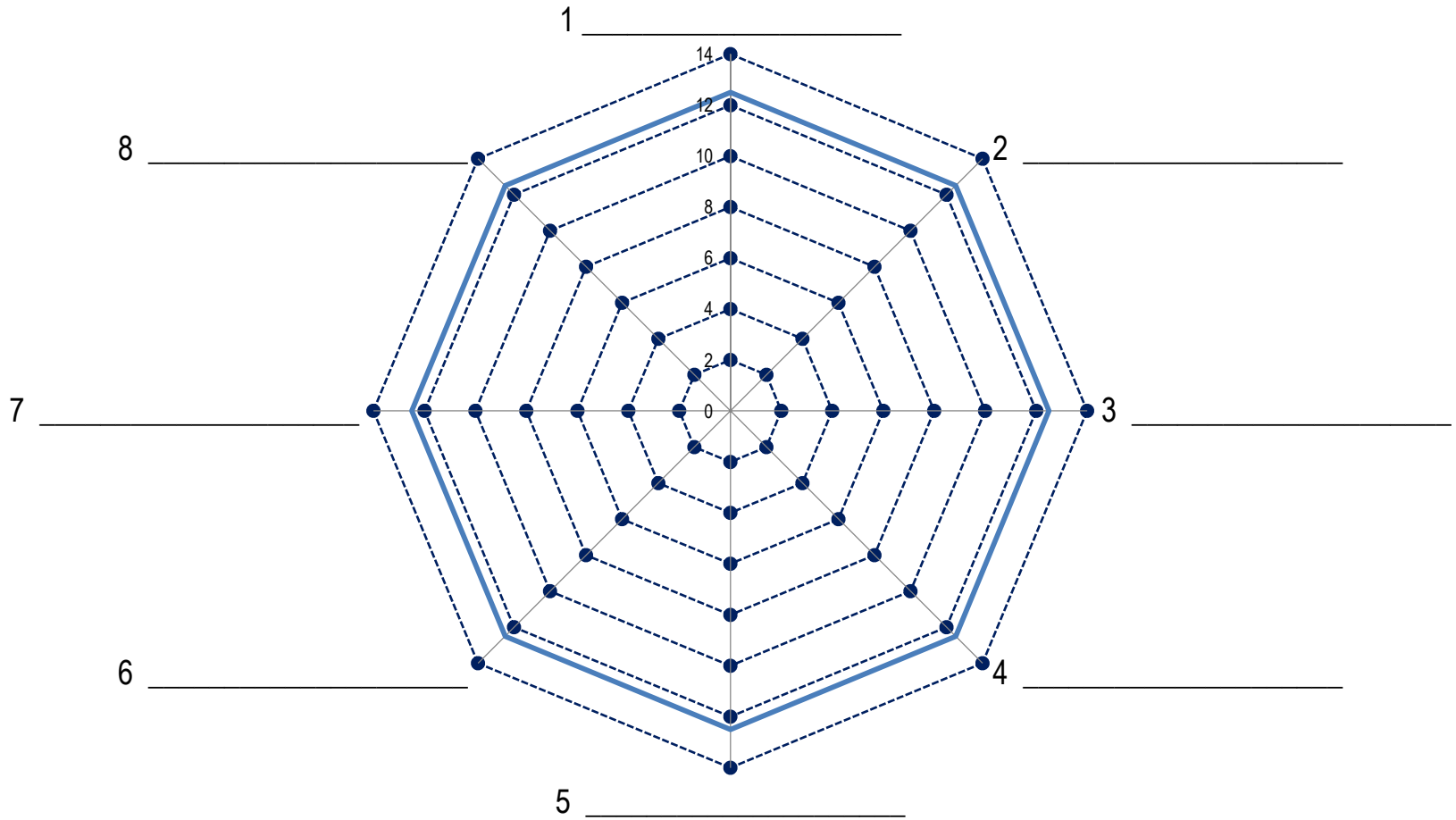
Choose the categories that are most relevant to you, your values, and your individual situation.

The diagram that follows provides some generic categories. Revise these so that they are more meaningful to you. (See page 6 for a blank template). Once you have selected your categories, move to assessment.

Dimensions of Life



Dimensions of Life Template: Create your Personal Categories



Example: A Completed Diagram

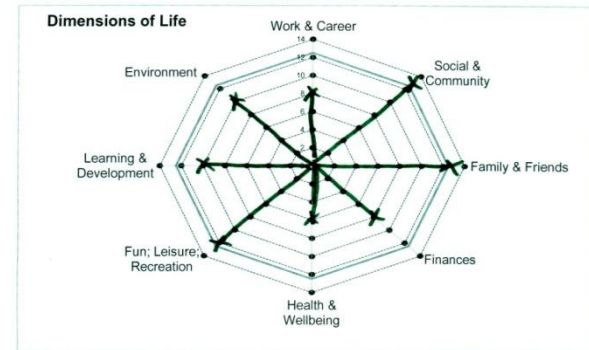
ii) Evaluate

Mark an X in the corresponding slice of the pie for each individual category (work/career; health/wellbeing, etc.).

This provides a visual representation of areas of satisfaction and dissatisfaction.

[Closer to the outer circle=greater satisfaction]

See the completed example on the right. Most experiences include losses and gains.



Explanation: *Unexpected health issues had a negative impact on experiences related to work and career. Support received from community, family and friends produced positive experiences in those areas.*

The Take-Away

iii) What stands out when you view your completed diagram?

Based on your initial impressions of what is working for you and what is missing, **consider what you want to prioritize.**

The area/s of my life that I **most satisfied** with is/are: _____

The area that I most **want to focus on in the upcoming year** is:

because _____

Three ways that I can do that include:

NOTE: You can translate an area of focus into more specific actions when you shift into planning. Be cautious about simply adding more to your plate. If your schedule is already full, doing more in one area will mean doing less (or doing things differently) in another area.

Save this sheet to inform your planning for the coming year.

Feedback Invited

The goal of this worksheet is to make it easier for you to put your planning for your career and work life in a bigger context.

I'd love to hear you used it and what was most or least helpful.

To [contact me](#) email me at jb@careeroptionscoach.com or contact me through my website <http://careeroptionscoach.com/contact>

You also contact me via social media.

If you prefer phone, leave me a message on **1-800-339 7701** at any time (toll free in U.S.).

Additional Resources

If you found this worksheet useful you can get more information like this by [signing up](#) to **get to *Career & Work Life Matters* (ISSN 2150-6299) for free.**

[Click here to send your request](#) by filling the form with your name and email address.

(NOTE; You will receive a return email asking you to confirm your request. You can unsubscribe at any time).

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You can also connect via your preferred social media platform.

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