

Year in Review Future Vision

Year in Review:

Recommend using these prompts to engage in a conversation with your team to reflect on the year. This time of reflection is useful to help inform the vision going forward.

- Looking back:
 - What have been the highlights of the year so far? What made these successes possible?
 - What are some takeaways/lessons learned worth remembering?
 - What do you wish you had more of?
- Looking ahead:
 - Are the goals in my annual plan still relevant? How am I progressing?
 - Have priorities changed within this mix?
 - Anything new that needs to get added?
 - Anything that needs to come off?
- Work/project mix:
 - What's something I'm doing that I want to do more of? Why?
 - What's something I'm doing that I want to do less of? Why?
 - What's something I haven't done that I want to/don't want to do?
- Feedback (refer to feedback log)
 - Have I received/asked for feedback, from whom? Who needs to hear feedback from me but hasn't? Why?
 - Have I given/offered feedback, to whom? Who is someone I haven't heard from but should? Why?

Future Vision:

Recommend using a table, template, document or some other platform to create an outline (using the sections below) of your plan for the coming year.

Vision for future (focus areas/goals): This section is aspirational - it reflects the *what*. This would include areas that you are excelling in and want to develop even further. This is where you clearly articulate your desire for a promotion (if that's your vision). This is also the section to identify your growth opportunities - be it the relationships, skills, experiences, competencies and/or other areas you desire to develop in the coming year.

Plan to bring the vision to life (this is the *how*, the plan): This section captures your plan to ensure you are tracking to the vision you declared for yourself above. It is designed to help you develop a map, guide and/or milestones to reflect the ideas and opportunities to get you closer to achieving your desires.

Teamwork makes the dreamwork! (resources & support): This is where you identify the *who* you need and/or want to engage with to accomplish your vision. Be specific, explicit and clear about why this is what will support your success. That support could look like a mentor, training, certification, peer support, external groups, and more. Get creative!



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