



FIVE STEP REFLECTION + PLANNING GUIDE

PART ONE: PROOF OF EVERYTHING YOU'VE DONE RIGHT - YOUR VICTORIES!

Set a timer for at least five minutes and give yourself space to brainstorm: what are all the things that you've done right? The things that have gone your way? Experiences or results that make you so proud?

This is a chance to reflect and write down your victories!

If you get stuck, review your calendar or notebooks, or ask someone close to you for help!





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PART TWO: THE "LET IT BE" LIST

Remember the opportunity you missed? That email you didn't respond to? The contract you didn't get? That thing you said that you can't stop replaying in your mind? That time you went with your family on vacation (after your partner said it wasn't a good idea) and you all ended up with the flu? (just a random example, I swear...).

Write them down, and commit to letting them be.

No room for these memories to take up space in your brain.





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PART THREE: THE LESSONS

Whether you planned it or not, you've learned some things. Maybe they are technical ("I learned how to make reels!"), or represent something you used to shy away from ("I raised my prices without fearing rejection") or happened completely by accident ("I learned that the work I thought I wanted to do is actually boring for me!")

Use the space below to write out the lessons you've learned.





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PART THREE: THE LESSONS (Continued)

You've written out what you've learned this year.

Now, how does this information help you as you move into next year?





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PART FOUR: THE FUTURE IS BRIGHT

PICTURE IT: You, December 31, 2023. You're sitting down to write out your victories for the year - what do you want to have on this list?

This is an opportunity to brainstorm what you want and see what comes up for you.

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PART FIVE: THE INTENTIONS + THE ASKS

What do you want MORE of?

What do you want LESS of?





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PART FIVE: THE INTENTIONS + THE ASKS (Continued)

If you knew that the answer would be YES, what would you ask for in order to get more of what you want and less of what you don't?

FINALLY: MAKE IT REAL

- 1. What is the one next step you have to take to get you closer to what you want?**
- 2. What is the next thing you have to ask for?**
- 3. When are you going to take the next step, and ask for the next thing?**

