Template: Retrospective and Resolutions

How to use this template

- **Make a plan for *when* you're going to do this retrospective.** Set aside 2-3 hours to do it properly
- **Think about what you most want to get out of this retrospective.** Is it clarity on your values? A detailed analysis of the progress you've made towards your goals? A synthesis of your biggest learnings this year?
    - It can help to break this into Personal and Professional
- **Make a copy of this template**
- **Structure the template to best fit your needs.** Use the template as is, or alter it to fit your needs. This is *your* retrospective, and there are no hard and fast rules. Take stuff out or add it in as you like.
- **Get started!**
- **Optional: Using your 2021 Retrospective findings, set resolutions for 2022.**

Big events

Contextualize what you did this year with big life events that may have changed, stalled, or accelerated your goals.

Life

Have you had a baby? Did someone close to you die? Did you make a big life change like moving cities or buying a house?

Career

Did your job situation change? Were you promoted? Did you lose a job? Did you change careers?

External events

How are you feeling about what's happening in the world? Is there an event or happening that particularly affected you, and how?

Big picture

In this section, give an overarching summary of your year to build out an outline and get you ready to do a deeper dive. Break this into Personal and Professional.

Values

What were your values at the beginning of the year? What are your values now? Do your actions align to these values? What do I want more of in my life? Less?

Goals/Systems

What were your goals at the beginning of the year? What progress have I made on these goals? What did you not do that you said you would? Why?

Learnings

What did you learn this year? Intellectually, professionally, about the world, about yourself, about life? Where did you grow? Where did you fail/come short?

Well-being

How were you this past year: emotionally, physically, mentally, socially, financially? What brings me energy? What were some highs of the year? Lows?

Map it out

Take the year month by month. Map out happenings that came to mind in the previous two sections—big life events, big realizations—and also add any standout accomplishments or failures that come to mind.

Month	Event #1	Event #2	Event #3
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			

December			

Nitty-gritty

Now it's time to flesh out the details. If you have goals, systems, or habits you were working towards in 2021, find information on your progress and record it.

Some of you may have tracked data on your goals throughout the year, which can give you a clear picture of where you've made progress. If you don't have detailed data, that's ok! Try your best to document what you can remember.

Break down your big picture goals and learnings into specifics. It can help at this point to use an external tool like Google Sheets or Coda to structure the information into a table, or a visual tool like MURAL if you prefer visual representations.

Use our 2021 Retrospective Tracker to help you structure this!

Do Even Better in 2024!

Reflect on your 2021 retrospective. How can your learnings set you up for success in 2022?

At this point, you can create your resolutions for 2022. If you've been working on your 2021 retrospective up until this point and are excited to start planning 2022, take a break, stretch your legs, and come back.

You can set your resolutions for 2022 in 4 steps:

1) Define your values
2) List out everything you'd like to achieve next year
3) Narrow down the list to your top prioritize
4) Create a structure to stay accountable and measure your progress

Use this calendar tracker to stay on track!

For more details on the process behind setting resolutions, check out the section "Setting Resolutions for 2022" on our Product Manager's Retrospective blog. Make sure to measure throughout the year and do regular check-ins to temperature check whether or not your goals are still working for you.

And that's it! Great job, and good luck in 2022.