Individual Annual Reflection and Review

- Saranya

We usually reflect on the year at the end of the year with an Annual review. The Annual review I look at different actions I took during that year for the growth of myself and the team. I expected the same questions like last year of 2021 [would it have mattered?], but this time the questions were different [in what way did you see the questions different?]. The format helped me reflect and see my progress and accomplishment deeper. I am able to assess myself by answering those questions. This annual review helped me to notice what I need to work on next year and gave clarity in what I can take up for next year[work on next year and take on next year appear to be the same…something needs to be added]. I noticed that even if I do not initiate a new program I can be part of the supporting an initiative which makes me feel accomplished as a person who supported risk takers. It helped clarify what do I need to put in place to be at my fullest potential [a word or two here would be helpful for the reader]. I am able to see myself growing gradually.

I felt that this format was very valuable and I am sharing this here so you also have a great reflective year forward.

Annual Review for 2022

Looking back at the last year, where I am, what I/we accomplished, where can I/we do next.

Name:
Date of Joining C3SLD/STEM land:

There are 5 sections

1. Integrity
2. Accountability to responsibility
3. Learning/Growth
4. Feedback for me
5. Summary

Some of the questions just need a numbers/rating other require more details. Please fill carefully.

Collaborate with others especially regarding learning section. Please look up Aura Auro website if it helps you recollect all that happened.

Integrity

Rate the statement above on a scale on 1 to 5 :

1 – rarely, 2 – occasionally, 3 – frequently, 4 – mostly, 5 – almost always

I. Ground Rules:

1) Respect: I come when I am expected. I come on time at 7:45 a.m./8:00 a.m. I spend concentrated time when I am at work fully present and renegotiate with care for others and the impact I want to see in the world. I take time off for my growth and document how I grew through that to support others. I have reduced things that I have to do. I have a good routine of waking up early, meditation, exercise that takes care of my health and I am rarely sick.
I extend this respect to other things like responding to emails on time. Taking minutes of meetings and ensuring that the communication.
I am able to explain the purpose of the first ground rule as respect to new people and I know ways of reminding them when they forget.
I create lesson plans and get feedback, I fill out teachers notes in time, I read the notes related to me and the notes for others where I can add value. I respond promptly to communication given to me.

In **Response** use a scale on 1 to 5 using the below:
1 – rarely, 2 – occasionally, 3 – frequently, 4 – mostly, 5 – almost always

In **Describe** write

1) I do what I say. You can count on me that if I say something it will be done and it will be done on time.

Response:

2) I deliver on the plan and timelines I state:

2) I use committed requests and responses effectively. If I get requests that are not committed requests, I seek clarity and convert them to committed requests and understand the timelines for my projects

Response:

2 b) When I renegotiate I do it with care for others

Response:

2 c) My teachers notes are up-to-date on time and I respond to questions and implement feedback.

Response:

2 d) When I use integrity lens I notice my gap and make a commitment to myself that I will narrow this gap.

Response:

2) Inclusion: I understand that I work with a multi-cultural environment and I speak only in English at work/lunch and other interactions with my peers and also use this opportunity to be a global citizen.

I understand that for the children to be included in society they need to have good English and I am conscious about this and speak to them in English and when necessary, I am bilingual.

I understand that without inclusion and diversity we will not address ISMs and C3SLD will become a place of high-tech employment making us a larger part of the problem than the solution. I am constantly looking at how we can add diversity, be it encouraging women to be part of C3SLD or the Shifu program, encouraging students to join the BVOC program, etc.

2 a) I look for congruence between my actions, strategies, goals, purpose. When did I notice I was in congruence? What gaps did I notice and how did I fill them?

Describe:

2 b) I speak up for what I care about. Tracking outputs/outcomes, recording narratives to create system/cultural shift and paradigm changes. I understand that no one will know what we do unless we take an effort to document it. I understand that people including those in the government have seen our website and benefited from it and presented it to the national committee at NEP.

2.b.1) I maintain a blog a week either by myself or by collaborating with others. Number of blogs last year:

Response: __/52

2.b.2) I look at how I can use social media to create the changes I wish to see and use other medium.

Response:

2.b.3) Number of research publications last year:

Response:

2.b.4) I speak up responsibly when I see something not done right. I bring up breakdowns at team meetings and help create breakthroughs

Response:

2.b.5) What breakdowns did I convert to breakthroughs with my team this year.

Describe:

3) Courage to Create alternatives: Life happens to me or life comes from me. I am the change I wish to see in the world. I understand that I need to create the world I want to see. I create new initiatives that help with people being their full potential be it a hourly meditation session together, a vegetable garden, interaction with young teachers to help them teach differently, doing courses online for learning to be a better teacher, offering tech sessions, finding talks that will inspire people. I constantly think of how my workspace can be a place of growth for everyone.

I understand that coming up with new ideas and implementing them is being a risktaker and take initiative to support new initiatives of others e.g. STEM land birthday, RTL with children, BVOC program, Shifuians presentations, etc.

3.a.1) I have a life enhancing schedule to lead a happy, peaceful and full potential life - I meditate, exercise, keep a healthy schedule. I take up new habits that are useful for me like reading, journaling and reject unhealthy habits like spending time on social media, watching videos, etc.

Response:

3.a.2) I have meaningful conversations of growth with my family and have developed a relationship of honesty.

Response:

3.a.3) I use the weekly updates as an opportunity to look at my accomplishments over the week.

Response:

3.a.4) I look for opportunities where I can deepen conversation and learn more about the purpose of my life.

Response:

3.a.5) I am able to inspire myself to be better than what I am and use interactions with volunteers, co-workers, Shifuians, people who visited us, people met at workshops, conferences, resource people

Response:

3.a.6) When I feel uncomfortable I see how I can grow from this experience

Response:

3.a.7) One incident that helped me feel close to this purpose in life

Response:

3.a.8) I see alignment in the purpose of my life with the purpose of C3SLD?

Response:

3.b.1) Initiatives I started this year that will make us better technically or better teachers

Describe:

3.b.2) Initiatives I started that make people we work with in SL better in skills

Describe:

3.b.3) Initiatives I started that will make us interrupt ISMs

Describe:

3.b.4) Initiatives I started that will make us aligned with our stand.

Describe:

3.b.5) Initiatives I supported this year that will make us better technically or better teachers

Describe:

3.b.6) Initiatives I supported that will make C3SLD/SL better in skills

Describe:

3.b.7) Initiatives I supported that will make us interrupt ISMs

Describe:

3.b.8) Initiatives I supported us be more aligned with our stand.

Describe:

3.b.9) What initiatives can I/we create next year? Which of these would I like to lead or be a part of?

Describe:

Summary: What did I learn about my integrity/wholeness being part of C3SLD/SL?

Describe:

Learning/Growth

1) List the opportunities of learning I used last year (include conferences, workshops, in house workshops and trainings). Mark: Skills, Competency, Inner Capacity and also if you would like to be part of it next year.

Describe:

2) List the opportunities I would have liked to use, but couldn't due to competing commitments and would like to organize better next year.

Describe:

3) Summary: What insights do I have about my learning and growth at C3SL/SL?

Describe:

Deliverables/Outputs/Outcomes

1) What did I achieve last year? Achievements are visible outside e.g. projects delivered, classes taken, papers presented, workshops/talks given.

Describe:

2 a) I notice that I could be more effective or efficient.

Response:

2 b) What helps me be effective or efficient (e.g. have a conversation with others, ask someone to break down the task for me and put timelines, break down the task and put timelines, put aside uninterrupted time for a task, take a break and meditate for 10 minutes, take a walk, play sports, be with children)?

Response:

2 c) What do I need to learn to be more effective?

Response:

2 d) What training programs and in what format can we have that will make me more effective.

Response:

3) What did I accomplish last year? Things that are not externally visible, but I feel accomplished.

Describe:

4 a) I feel accomplished when I work with children.

Response:

4 b) I feel I need to be more effective when I work with children.

Response:

4 c) One incident with children/work that helped me feel accomplished.

Describe:

5) What am I grateful for last year?

Describe:

6) Summary: What did I learn about my effectiveness, efficiency with delivering outputs

Describe:

Feedback for me

1) What did you see me do that you would like me to do more or retain?

Describe:

2) What did you see me do that you would like me to reduce?

Describe:

3) What should I increase?

Describe:

4) How should I spend my time with you?

Describe:

5) Other suggestions on what I can do to make C3SLD/SL more effective.

Summary

Based on the above summaries collate or synthesize a summary for C3SLD as an organization that we can share with SAIIER and others.

Describe: