

Instructions: To use this template, make a copy of this document to create a personal version for yourself (File → Make a copy).

For additional context on this exercise, please refer to [my blog post here](#).

- Ada Chen Rekhi

Year In Review Template

Big events of the year

Start with a bulleted list of some of the big events.

- Trips
- Milestones
- Big themes

Later, fill this out with detail about what was significant about them.

What I learned

If you could time travel to the beginning of the year and give your January self advice, what would it be?

Where I am (Work, Play, Love, Health)

DASHBOARD

Work	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FULL
Play	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FULL
Love	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FULL
Health	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FULL

Rate yourself from 0%, 25%, 50%, 75%, 100% on each of these categories

- **Work:** %
 - Accomplishments, projects at work
- **Play:** %
 - Activities, relationships, fun endeavours

- **Love: %**
 - Relationships, children, pets, community, things tied to affection
- **Health: %**
 - Physical, spiritual, mental health

Definitions:

- **Work**—not just what you're paid to do, but also include other duties such as second jobs, consulting, advising, volunteering, home-making, houseworking.
- **Play**—any activity that brings joy just for the sake of doing it, which can include organized activities or productive endeavors so long as they're done for fun and not merit.
- **Love**—the health of your primary relationship, children, pets, community, or anything else tied to affection. Where is the love flowing in your life, from you or from others?
- **Health**—not just physical health, but an engaged mind and satisfied spirit.

What to keep doing? What to add or subtract?

- *What to keep doing?*
 - *What are you proud of and want to keep on doing?*
 - *What's working really well right now?*
- *What to add?*
 - *What would make it even better?*
 - *What do you wish you had time to do?*
- *What to subtract?*
 - *What takes away energy or fun?*
 - *What would you not miss (to make time for other things)?*

Review last year's intentions

If you had goals from last year, write them down here. How did you do?

Set next year's intentions

What do you hope for in the coming year? This could take the form of:

- *Setting resolutions – writing down a list of measurable goals/areas where I want to improve for the next year and thinking about how I can set up my environment today to achieve them.*
- *Wishes – what do I wish for myself by the end of next year? writing down a list of wishes that I have for my future self at the rest of the year*
- *Intentions – how do I want to approach the coming year and what are my intentions on where I want to focus my time and energy?*