

## Year in Review

### Key points and tips

- Celebrate your successes and achievements – note them down as they happen – have a *‘Success Journal’*.
- Review results regularly- make it part of your monthly processes – not just end of year
- Reflect on past experiences – the good and not so good – to learn and improve for the future
- Review financial results alongside team and client feedback to get the full context around what marks successes and areas to improve on
- Factor in development and learning time – don’t forget the personal stuff too!
- Align next year’s goals with your business vision and personal values.

Question	Answer
<b>Why is it important to focus on both the positive and negative aspects of the year?</b>	Focusing on both positives and negatives provides a balanced perspective. Recognising achievements helps build confidence and keeps you motivated, while addressing challenges offers opportunities for improvement and growth. By acknowledging both, you gain a clearer understanding of what works well and what needs adjustment. This exercise will help you plan goals for the new year.
<b>How can a year end review contribute to my personal and professional growth?</b>	Reflecting on the past year highlights areas where you can develop new skills or improve existing ones. This process encourages continuous learning and enhances your problem-solving abilities. Tuning into what gets you motivated and excited (both with work and personally) should help shape your goals for the year ahead. Do more of what you love!
<b>What are the areas I should focus on when reflecting on past experiences?</b>	<p><b>Internal and external influences:</b> What personal actions or external factors contributed to the outcomes?</p> <p><b>Lessons learned:</b> What did the experience teach you, and how can you apply this knowledge moving forward?</p> <p><b>Patterns:</b> Are there recurring challenges or successes to address or build upon?</p> <p><b>Alignment with values:</b> How does the experience align with your personal or professional goals and values?</p> <p><b>Feedback:</b> Insights from peers, mentors, or clients that could help you grow.</p>
<b>Why is it a good idea to shed clients who don’t fit the business model or behave badly?</b>	You create the opportunity to deliver higher-quality service to your most valued clients as well as being able to take on more fulfilling and lucrative projects. Those 20% troublesome clients who don’t share the same standards and values as your business can (and should?) be exited. This helps you work smarter, not harder, by prioritising what truly matters to you.

*Please Note: The above does not constitute professional advice. It is information only and of a general nature.*