# Completing and remembering (last year)

1. Biggest triumph:
2. Smartest decision:
3. One word that best sums up and describes my (last year's) experience:
4. Greatest lesson learned:
5. Most loving service I performed:
6. Biggest piece of unfinished business:

1. Most happy about completing:
2. 3 people who had greatest impact on my life:
3. Biggest risk I took:
4. Biggest surprise:
5. Important relationship that improved the most:
6. Complement I would have liked to receive:
7. Complement I would have liked to have given:

1. What else do I need to do or say to be complete with (last year):

# Creating (next year)

1. One outcome I would like to have in (next year):
2. That is important to me because:
3. Ask yourself at least 3 more times why it is important to you. That is important to me because:
4. Speculation: take the last answer you arrived at and look from there. If it were fulfilled, what would your work and/or life look like at the end of the year? If you got what you wrote, and got it fully, what would be there at the end of the year that is not there now?

Allow yourself to speculate and make note of several outcomes (try to list at least 10). The more specific they are, the better. And, don't try to settle on one at this point.

1. One, two or three outcomes from the above list that most represent the fulfillment of what is important to me:
2. This step adds the greatest amount of empowerment to this process. Get out your calendar and schedule times to do those things that will result in your achieving the outcome you selected. At this time you may not know all that needs to be done. However, if you have time scheduled, you can reflect and determine what actions are appropriate at that time.