

2025 End-of-Year Reflection

Category	Prompt	Reflection
Top Achievements	What were the top three accomplishments you and your team achieved in 2025?	<ol style="list-style-type: none"> 1. 2. 3.
	What made these successes possible?	<ul style="list-style-type: none"> - - -
Key Challenges	What were the top three challenges you faced?	<ol style="list-style-type: none"> 1. 2. 3.
	What lessons did you learn from these challenges?	<ul style="list-style-type: none"> - - -
Team Performance	What were your team's three key strengths in 2025?	<ol style="list-style-type: none"> 1. 2. 3.

	What are the areas where your team could improve?	1. 2. 3.
Culture & Engagement	How would you describe your team's culture in 2025?	-
	What five actions can you take to strengthen team engagement in 2026?	1. 2. 3. 4. 5.
	What three skills do you want to focus on in 2026 to be a better leader for your team?	1. 2. 3.
Feedback + Recognition	Who were your three stand out contributors in 2026?	1. 2. 3.
	How will you recognize them?	1. 2. 3.

	What feedback did you receive from your customers and your team that will influence your leadership style in 2026?	- - -
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2026 New Year Planner

Category	Prompt	Reflection
Goals	What are your top three goals for 2026?	1. 2. 3.
	What are five key tactics you must execute upon to drive your goals forward?	1. 2. 3. 4. 5.
	What are some roadblocks that could impede progress? How will you address them?	1. 2. 3. 4. 5.

	What metrics will you use to measure your progress and overall success?	- - -
Team Development	How will you invest in your team's development this year?	1. 2. 3.
	Who are the top three members of your team you plan to develop in 2026?	1. 2. 3.
	What initiatives can you introduce to improve your team dynamic?	- - -
Personal Growth	What is one area of leadership growth that you want to prioritize?	-
	What resources, training, or mentorship will help you achieve this. What will you do to make this a priority?	1. 2. 3.
Key Projects	What are the three most important projects or initiatives for 2026?	1. 2. 3.

	How will you allocate time, budget, people, or other resources to these projects?	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Quarterly Roadmap	Q1: What key milestones do you want to include as quarterly checkpoints and measures of success?	- - -
	Q2: What key milestones do you want to include as quarterly checkpoints and measures of success?	- - -
	Q3: What key milestones do you want to include as quarterly checkpoints and measures of success?	- - -
	Q4: What key milestones do you want to include as quarterly checkpoints and measures of success?	- - -