

# Year End Retrospective

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Name

In \_\_\_\_\_, My happiest team moment was...

My favourite team activity was...

The most important lesson I learned was...

Where do you see your skillsets in these 8 areas of topics? Using two colours, fill each section based on your current state of proficiency and your desired state by the end of next year. Don't forget to draw yourself in the center circle!

Colours:



Now



End of Next year

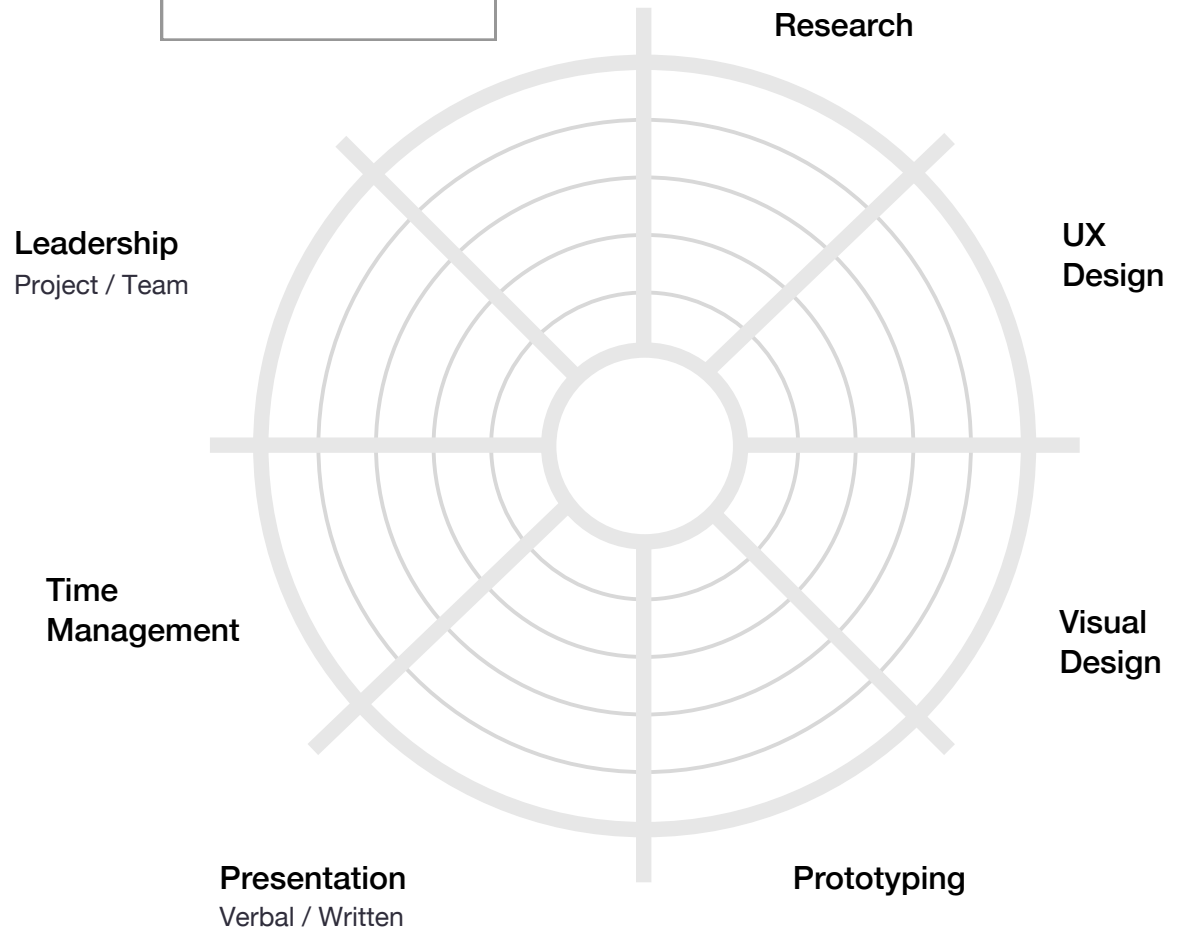


Proficiency:

1 2 3 4 5

- |                |                                       |
|----------------|---------------------------------------|
| 1 Novice       | Beginner knowledge                    |
| 2 Basic        | Understand the essentials             |
| 3 Intermediate | Good but can be improved              |
| 4 Expert       | Go-to person for questions            |
| 5 Mastery      | Advanced knowledge, can teach others! |

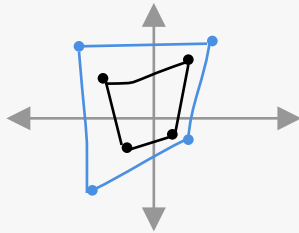
Name Your Topic:



Use a black sharpie to indicate where you currently see yourself in the four quadrants. Connect the dots.

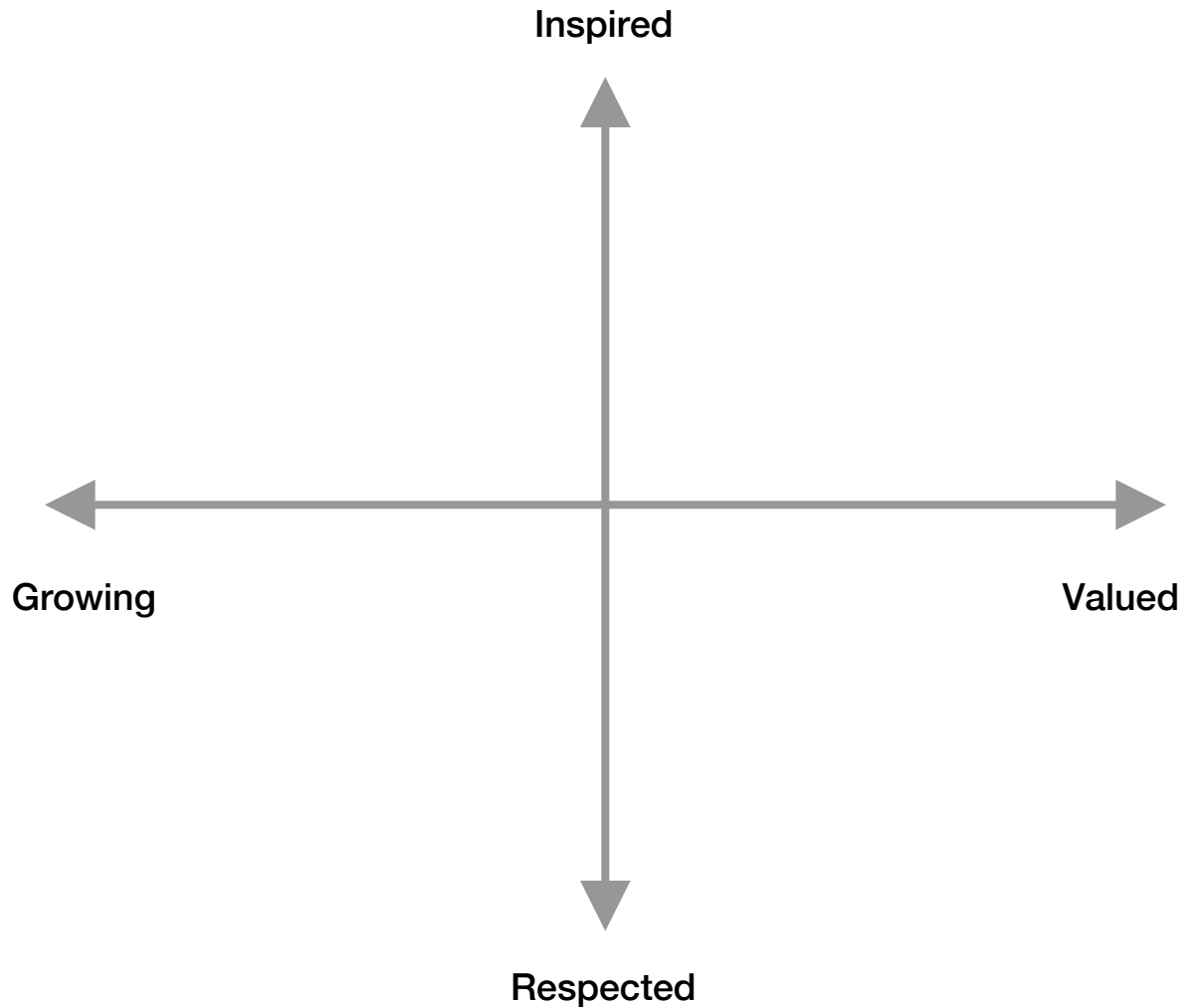
Use a different colour sharpie to indicate where you want to position yourself by the end of next year. Connect the dots.

Example:



My job is to understand what the deltas are and how I can help you get there.

The next page elaborates on what each quadrant represents. Use the notes section to jot down what each question means to you so that we can discuss them in person.





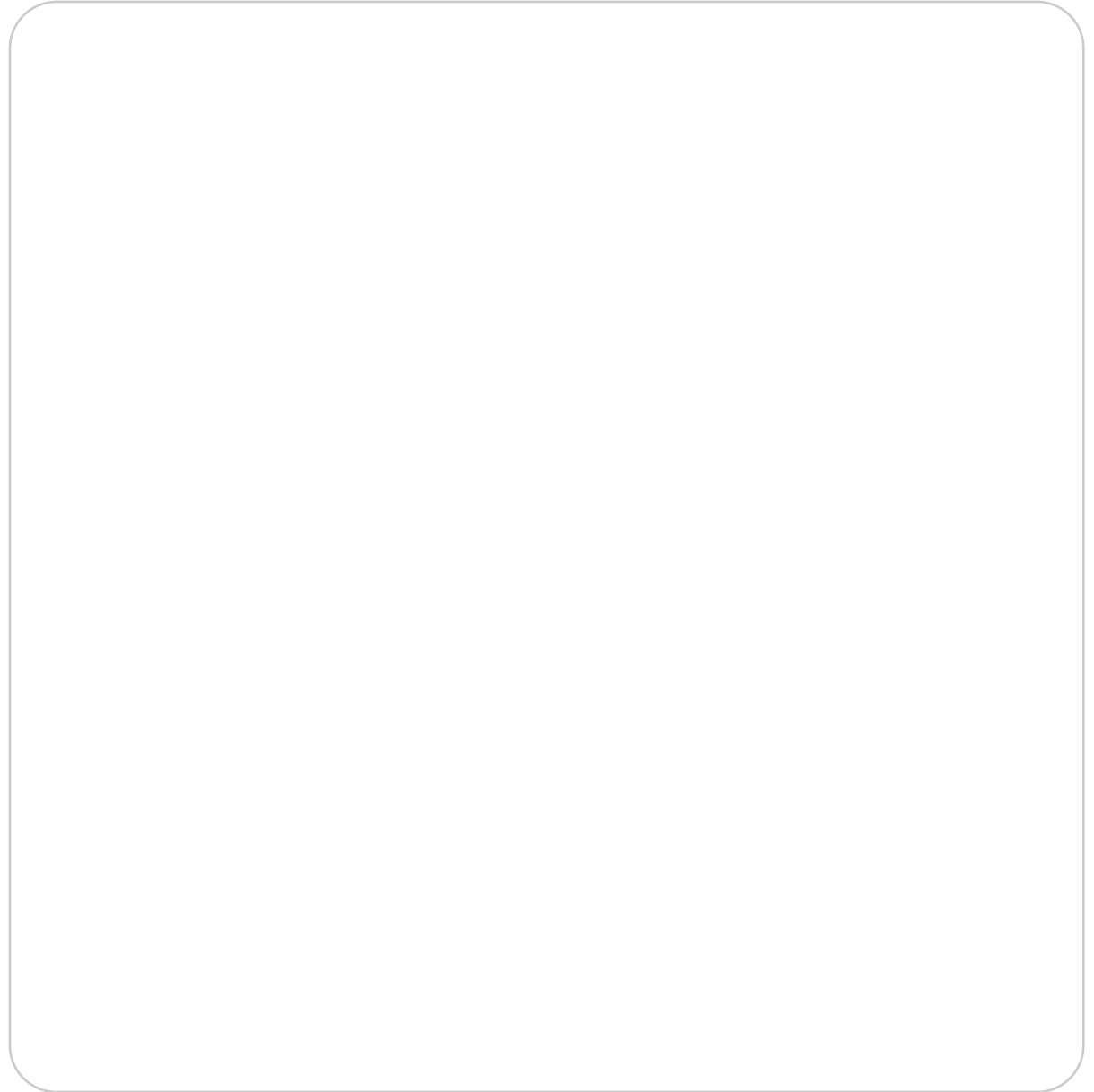
This is a letter to your **team lead or manager**.

Write to your heart's desire on any topic (work, process, feedback, etc.). There are only three guiding principles:

1. Be honest
2. Include at least one positive item.
3. Include at least one item that I can improve upon.

Note: This letter is completely confidential and will not be shared with anyone.

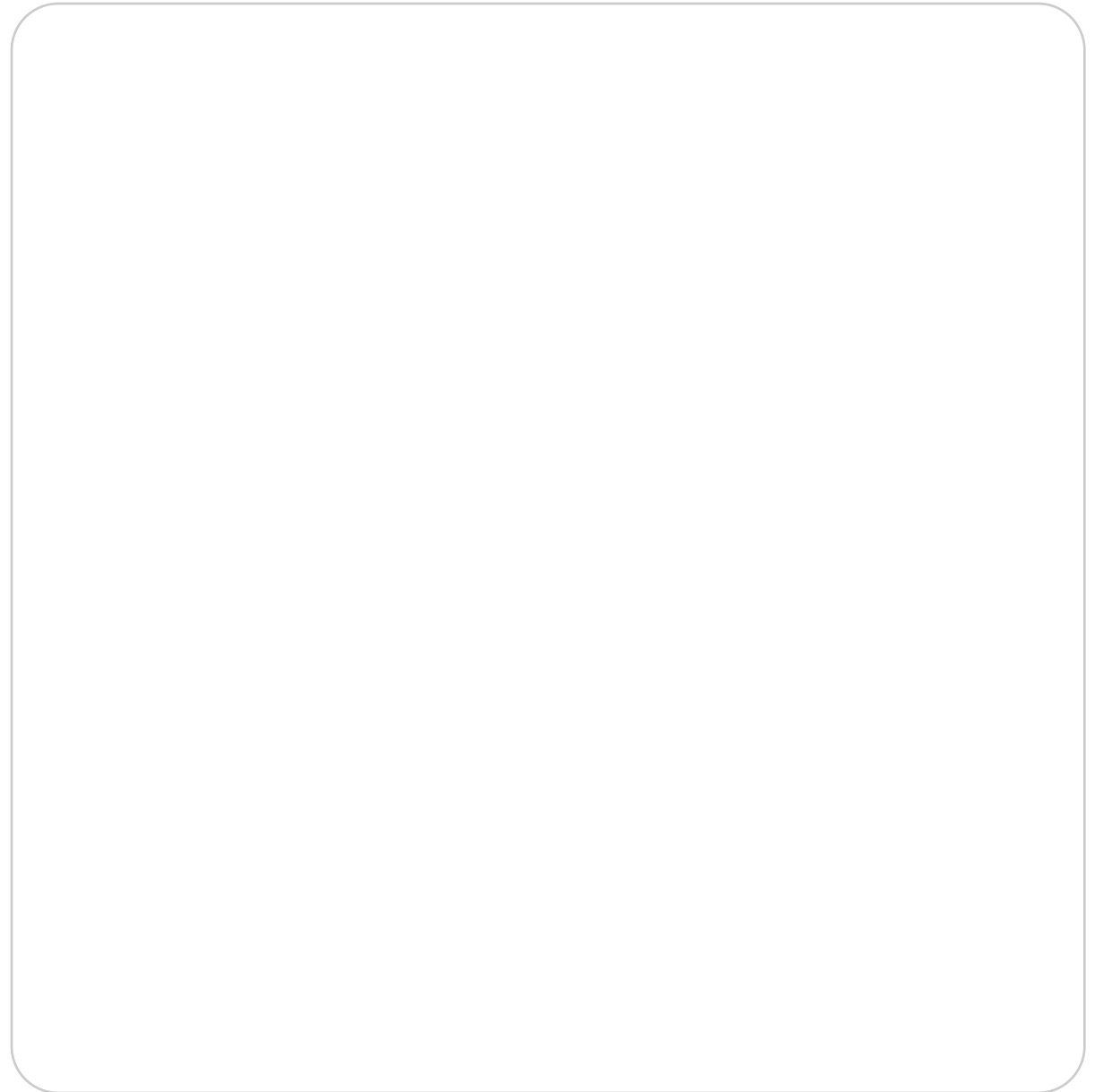
Dear \_\_\_\_\_,



This is a letter to **another team member** (assigned at random). What do you appreciate about them? What are their strengths? What would you like to learn more about them?

Note: I will read this (to make sure there are no unconstructive commentaries) and personally hand your letter to the dedicated team member before the end of this year. Don't forget to sign your name so they know who it's from!

Dear \_\_\_\_\_,



This is a letter to **the future you**. That's right, you – the amazing individual you have been this year and all years prior.

What would you tell yourself in **6 months**? Where do you want to be in your creative or design endeavours? What happened in the past week that made you happy? What would you have hoped to achieve?

Note: This letter is private between the current you and the future you. When finished, cut along the dotted lines and place your letter in the envelope provided. Seal and write your name. Return your envelope to me and I will hand it back to you in 6 months.

Dear Future Me,





Think back about the project(s) you have worked on in the past year. For each project, what did you learn from each project? Who helped you in achieving that lesson? Feel free to also give them thanks before the end of the year to show your appreciation!

**Project**

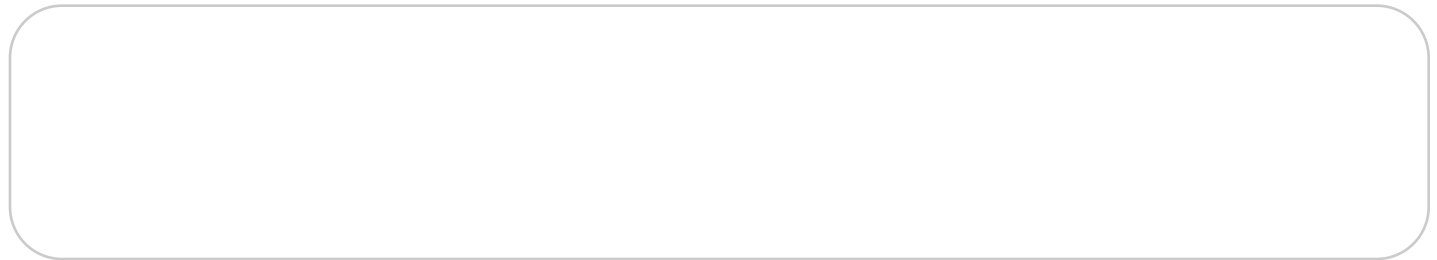
**Takeaway**

**Who Helped You**

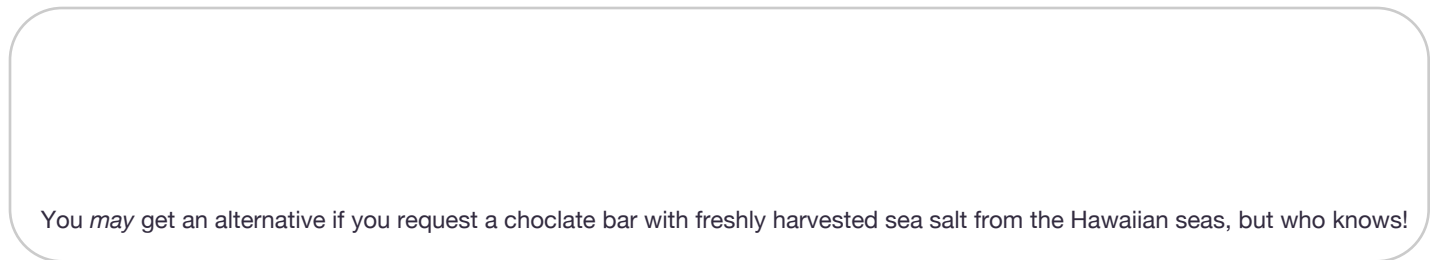
In \_\_\_\_\_, My most important goal is...



I am most excited about...



Most importantly, I'd like this (food) treat for my birthday!



*You may get an alternative if you request a chocolate bar with freshly harvested sea salt from the Hawaiian seas, but who knows!*

Thank you for filling out the package!

We will discuss this in our end of year check-in as scheduled.

Thank you for all your hard work and here's to an even more successful and creative personal and professional growth next year!

Best,

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