THE RECAP OF 2024

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daily mantra

Today there is a superenergy for me to use.

Today I create and experience miracles.

Today I create and experience love.

Today I create and experience success.

Today I am grateful for everything I have.

Mission statement

The dealmaker ingredient in achieving goals.

A mission statement – whether personal or organizational – is a constitution by which you make all the decisions in your life and/or business. You test all your choices and actions against your mission.

A good mission statement is based on principles of effectiveness, clarifies what is most important to you, provides direction and purpose, guides and drives your daily choices and represents the best in you.

A mission statement is a living text that can and should be revised and adjusted upon necessity.

If you had a written mission statement that guided your everyday life in 2024, write it down on the following page. If you have none, make sure you have it tomorrow.

A MISSION STATEMENT

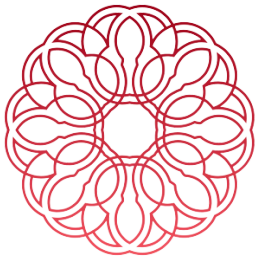
The Recap of 2024

How to use your workbook

Welcome to your Year-End Reflection Workbook The Recap of 2024! This workbook is designed to help you assess your effectiveness over the past year, both in terms of your long-term goals and your daily actions. To get the most out of this exercise, start by reading through all of the sections and questions at once. This will give you an overview of the areas we'll be reflecting on, and allow you to begin pondering your thoughts more deeply. Once you have reviewed the questions, take your time to reflect and write down your answers in the notes pages provided. Answer each question thoughtfully, one by one, allowing yourself the space to explore your progress, challenges, and growth over the past year.

Writing down your reflections by hand is a powerful tool for both your mind and your emotions. Neuroscientific research shows that handwriting engages different areas of the brain compared to typing, fostering deeper cognitive processing and improving memory retention. It also helps to activate the emotional centers of the brain, making the reflection process more impactful. On an emotional level, writing by hand allows you to connect more intimately with your thoughts and feelings, helping you process insights on a deeper, more meaningful level. This practice not only enhances your ability to learn from the past but also sets the stage for intentional growth moving forward.

Long-term Vision and Goal Achievement



• What were your top three long-term goals at the start of this year? To what extent have you progressed toward these goals?

• How have your long-term goals or vision evolved throughout the year? Have you refined or shifted your priorities?

• Looking back, what's the most significant achievement you've made this year that aligns with your larger vision?

• What strategies or approaches did you use to ensure you remained focused on your long-term objectives? Were these strategies effective?

• What did you learn about your values and aspirations this year, and how did that influence your long-term plans?

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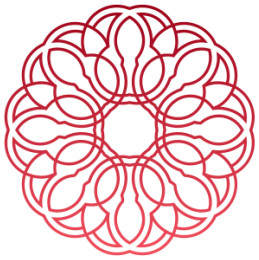
Yearly Goals & Progress



• What were your primary goals for this year, and how successful were you in achieving them? Why or why not?

• Reflecting on the goals you set at the beginning of the year, what helped you stay on track, and what obstacles prevented progress?

• If you didn't achieve certain goals, what were the main reasons? What would you do differently next year to overcome those challenges?

• How have you managed your resources (time, energy, focus) to pursue your goals? What worked well, and where could improvements be made?

• Did you revisit or adjust your goals throughout the year? If so, how did that impact your progress?

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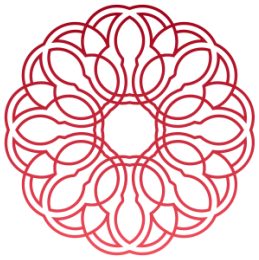

• How effectively did you manage your time on a daily basis this year? What habits contributed most to your productivity?

• Which daily habits or routines had the most significant positive impact on your effectiveness? Which ones might have hindered your progress?

• How did you balance work and personal life? What impact did this balance (or lack thereof) have on your effectiveness?

• On a typical day, did your actions align with your most important values and long-term goals? If not, why?

• What specific practices (e.g., planning, prioritizing, mindfulness) did you incorporate into your daily routine to increase your focus and efficiency?

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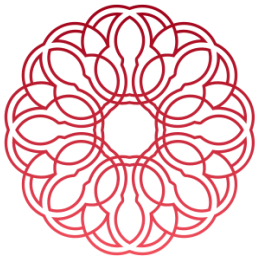

• What challenges or setbacks did you face this year? How did you approach and learn from them?

• What was the biggest lesson you learned this year about your own effectiveness or your ability to achieve goals?

• Looking at your personal or professional growth, what skills or behaviors do you need to develop further in order to be more effective next year?

• How did you manage distractions or procrastination? What strategies helped, and which ones were less effective?

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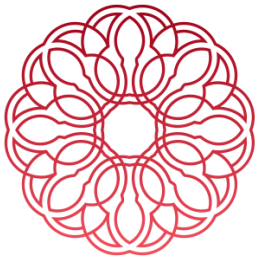
Self-Reflection & Future Planning



• Reflecting on the year as a whole, do you feel more effective and aligned with your goals than you did at the start of the year? Why or why not?

• What are the biggest wins you've had this year that you feel proud of?

• What area of your life (personal, professional, health, relationships) do you feel you've been most effective in, and why?

• As you look forward to next year, what changes or improvements will you make to increase your effectiveness in reaching both short-term and long-term goals?

• What is one key change you can make to your daily habits or mindset that would significantly improve your overall effectiveness next year?

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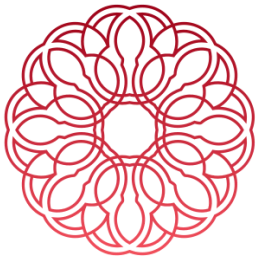
Mindset & Motivation



• How did your mindset influence your ability to stay productive and motivated throughout the year? How can you shift your mindset for greater effectiveness next year?

• Were there moments when you lost motivation? What strategies did you use to regain focus and momentum?

• How did you celebrate your progress or achievements this year? How can you celebrate your wins more intentionally going forward?

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The Recap of 2024

How to make most out of this

Congratulations on Completing Your Year-End Reflection!

Thank you for taking the time to reflect deeply on your year. By analyzing your progress, challenges, and achievements, you've set a solid foundation for growth and transformation in the year ahead. This process of self-reflection is an important step in unlocking your full potential and aligning your actions with your long-term vision. Remember, growth is a journey, and taking the time to review and learn from the past is essential to moving forward with greater purpose and clarity.

Now that you've gained valuable insights into the past year, the next step is to start planning for the future. Setting intentional goals and creating a roadmap for 2025 is your next opportunity to focus your energy and actions on what truly matters to you.

Make the most of this offer and start 2025 with a clear, actionable plan for success!

Thank you!

This Workbook is a self-coaching tool made by Kris Leinatamm Coaching, 2024

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