

*“What's done, is done”
~ William Shakespeare, Macbeth*

*"The best way to predict the future is to create it."
~ Peter Drucker*

**The Extreme Productivity Completing the Year Worksheet**

January 1st brings a clean slate and a fresh start, if you are willing to do a little work and to relate to it that way.

Most of us have a variety of things we intended to accomplish in 2017, even if they weren't planned or maintained in a framework such as resolutions, outcomes, goals or objectives.

Now is the time to reflect on what you intended (however formal or informal), celebrate what you actually accomplished, and let go of what you didn't accomplish.

An effective method for getting to a clean slate is to look back, celebrate your “wins” and accomplishments and learn from your experiences over the past year. Now is the time to appreciate yourself and trust that you are moving in the right direction.

This “process” enables you to create the next year from the present and empowers you to move forward with excitement and passion.

**Questions for Completing the Past Year**

1. *What were your most significant “wins” and accomplishments in the past year?*

*What are you most proud of having accomplished? Include areas where you pushed through a tough situation or dealt with something that required you to rise above what was predictable or what you thought was possible.*

1. *What are the areas where you didn’t accomplish what you intended?*

*Where are you disappointed or discouraged?*

*What regrets or resentments do you have and with whom?*

*Will you let go of any disappointments, discouragements, resentments or regrets in order to create room for the next year to be amazing?*

1. *What did you learn or discover during in the past year?*
2. *What strengths did you develop or begin to develop in the past year?*

1. *There is much to acknowledge and appreciate about you.
For what would you like to be acknowledged? By who?*
2. *Who would you like to thank for supporting you in the past year?*

 *For what?*

1. *What else would like to say, acknowledge or let go of so that the past year is complete for you?*