

How to prepare for your end of year review

Why do end of year reviews feel hard?

An end-of-year review might be the part of your organisation's process that takes a lot of effort. It might feel more difficult than developmental.



Difficult to find the time to prepare



You've not reflected regularly throughout the year



Feels like a tick in the box process, not a meaningful conversation



Messages might be hard to hear

A good way to seek squiggly support is to **ask people who have been through the process before**. What action does it inspire you to take?

5 areas of focus

- Purpose** – what is the one message you'd like the other person to take from the conversation?
- Personalise** – follow the process but don't be restricted.
- Pre-empt** – have regular conversations throughout the year to avoid surprises.
- Frame** – what's the one thing you'd like feedback on? Framing a request increases the relevance of the response.
- Fit** – how can you pair your approach with your company culture?

Coach yourself questions

What one word would you use to describe last year at work?



What one word would you like to describe your next year?



What support do you need and who can help you?



Ideas for action



1. Look back to move forward

Ask yourself:



When have I felt at my best?



What am I most proud of?



What have I learned?



2. Have a 50:50 flow

Balance the conversation between reflecting on the past vs. future.



3. Reflect then respond

Split the meeting into 2 parts to increase reflection time:



Meeting 1 – share insights

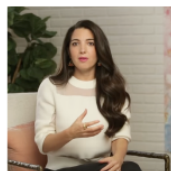


Meeting 2 – discuss actions

Recommended resources



Year Compass
Great free tool for reflection



Year in review
A short video to support your reflection with Marie Forleo



How to coach yourself
Helen and Sarah share their top tips on Squiggly Careers #84