2020 Evaluation and 2021 Plan!

1. **Create a year-end “win” list.**
   1. Which of my projects and accomplishments stood out?
   2. What training, credentials or additional education did I get?
   3. Did I get extra responsibilities or a promotion at work?
   4. Did I receive any honors or accolades?
   5. Did I successfully navigate through a transition at work or in my personal life?
   6. Which key habits or actions helped me achieve success?
   7. ***Now, update your professional information!* Check when completed.**
      1. **Bio**
      2. **LinkedIn**
      3. **Social media profiles (if necessary)**
2. **Think about what *didn’t* work for you in 2020 and what changes might be in order.** Think about what you’ll do differently in 2021 to help ensure you can be more effective at meeting your goals. Create a list of three to five things you’d like to change in your work-life in the year ahead. The more action-oriented, the better.
3. **Organize your work and personal space.** Including your email inbox, your desk, folders, etc. *Check when completed.*
   1. Purge
   2. Organize
   3. Archive
4. **Plan the year-ahead career development budget.** What professional development, equipment, investments, etc. do you want to make in 2021 to stay current and marketable? Research course, workshops, and conferences. Itemize the projects and the expected costs.

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|  | Option 1 | Option 2 | Option 3 | Option 4 |
| What courses, workshops or conferences am I interested in attending? |  |  |  |  |
| What are the tuition and/or fees for each? |  |  |  |  |
| What other expenses am I able to estimate? |  |  |  |  |
| What is the registration deadline? |  |  |  |  |
| What is the contact information? |  |  |  |  |

1. **Say “thanks.”** Remember the people who have helped you achieve so much the previous year. Maintain a connection with clients and mentors. And most of all, remember to say “thanks” to *yourself* for all your hard work.
   1. What is my plan for saying thanks to my clients, mentors and support network?
   2. What is my plan for self care and gratefulness in 2021?