

A GUIDED WORKBOOK

CLOSE YOUR YEAR WITH CONFIDENCE

A guided worksheet to celebrate your wins, close loose ends and step into next year with confidence

wellspirit*

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End of Year reflection worksheet for career-driven women.

Step 1: Identify Three Wins That Truly Matter :

Choose three moments from this year that reflect your growth - big or small.

Maybe it was navigating a challenge with more composure, taking ownership of a project you once felt intimidated by, improving a core skill, returning to work, or taking on a new career path or advocating for yourself in a conversation that mattered.

Write them down. Recognize the version of you who made them happen. Confidence builds every time you remind yourself of what you've already accomplished.

Win 1:

Win 2:

Win 3:

Step 2: Close One Loose End You've Been Avoiding

There's always that one task we keep pushing to "next week." Finishing even one lingering task creates immediate relief and gives you a clean mental slate heading into January.

What is one task, commitment, or conversation you've been putting off that you could complete before the year ends? Why will finishing it help you feel more ready for next year?

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Step 3: Set a Personal Kick-off Moment

Give yourself a dedicated reset at the start of the year.

Block out now a 30-minute check-in during the first week of January to complete the questions below. This small act signals that your growth matters, and you are committed to nurturing it. **Now move to Step 4.**

What do I want more of in my work next year?

What strengths do I want to build on?

What boundaries or habits do I want to carry forward?

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Step 4: Write a Note to Your Future Self

Reflection is powerful, but capturing it is even more grounding. Capture what you want to remember when things get hard next year.

Write a short note to yourself. Use these prompts to guide your reflection, then write freely in the space below.

What are you proud of from this year?

What do you want to remember when things feel hard next year?

What encouraged you?

Store your note or this page somewhere visible, for example your notes app, your laptop desktop, a journal. Future you will read it at exactly the right moment.

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Step 5: Acknowledge Your Progress Out Loud to turn private reflection into confident action

Confidence grows when you say your wins out loud. You're not bragging. You're reinforcing a narrative that supports your growth, instead of minimising it.

Choose someone you trust and decide when you'll share a reflection or win from this worksheet.

Who will I share my reflection or win with?

When and how will I share it?

(for example, coffee catch-up, message, end-of-year 1:1)

What is the key message I want to say out loud about my growth this year?

Remember: confidence compounds. Every time you notice your progress, close a loop, or speak about your growth, you strengthen your belief in what you can do next.