How to take stock of your year?

A *Boostalab* guide

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The year end (or the new year!) is a good time to step back and take stock of what's most important to us, and to assess our personal and professional undertakings. What am I most proud of this year? What bold actions have moved me closer to my goals? How have I embodied my values in my personal life and at work? What isn't adding value in the way we function as a team?

For some, looking back on the year is a well-rooted ritual. Others do it informally and rather intuitively. Conversely, you may be someone for whom it's quite a feat to find but a brief moment for yourself in the whirlwind of life. Whether it's the first or the twenty-sixth time you take stock of your year, this guide will help you ask yourself some new questions and identify the most impactful actions you can take to move closer to what you really want.

When to use this guide?

- At year's end, when it's time for taking stock and making new resolutions. Or perhaps not: you don't have to wait until the end of the year to do this!
- When you need to make an important decision.
- When you feel out of sync, or that something is off.
- As a team, to learn how to better work together.

How to use it?

- This guide provides you with individual reflections. Give yourself time to do it well and maximize the benefits.
- Your colleagues can also do the exercise on their own. Then discuss the results with them. Sharing your results can lead to authentic discussions and a deeper understanding of each other's needs.

To learn more

Complete the exercise with our guide "How to conduct a team assessment". Invite your colleagues (natural team, project team, management committee...) to a meeting and follow the steps suggested to do a health check of your team. Question the added value of some of your practices and share the responsibility to improve your ways of doing things.

Take stock of your individual learning experiences

- Appreciating and celebrating what has been accomplished in the year is desirable, before looking ahead and refilling your to-do list.
- Take a step back to acknowledge your pride and learning from the past year.
- Share with your colleagues your greatest pride and most significant takeaways.

SOURCES OF PRIDE

- What personal or professional projects have you contributed to in the past year that you feel proud of?
- What bold moves have you made towards your goals?
- What is your greatest source of pride?

TAKEAWAY

- What have you learned (a discovery, a novelty or a mistake) in the past year that has made you grow?
- What is your most significant takeaway?

VARIANTS

You can spice up the exercise with additional questions.
- What has energized you the most this year?
- What did you underestimate the most?
- Your biggest laugh of the year?
- Your greatest sadness?
- The moment you thought you were the best in the world?
- Your most unsettling moment?
- Your greatest failure? And so on.

==Take stock of your values==

Personal values are not up for negotiation. While they may be challenging to embody on a daily basis, becoming aware of them allows us to make better decisions, and to focus on what matters most.

To help you zero in on your top 3 values, think of working in a 12-6-3 sequence. Pick 12 values, list them in order of importance, and take away half. List them again in order of importance and take away another 3.

To validate your choices, answer the following questions:

- Do these values make you proud of who you are?
- Would you be ready to share these values with the people you respect or admire?
- Do these values allow you to defend your point of view, even if you're the only one who thinks this way?
- If you could only uphold one of these values, which one would you pick?

SPONTANEOUSLY CHOOSE THE VALUES THAT ARE MOST IMPORTANT TO YOU.

○ Accomplishment	○ Environmental awareness	○ Loyalty
○ Adaptability	○ Ethics	○ Making a difference, significant impact
○ Ambition	○ Excellence	
○ Balance (personal/professional)	○ Expertise	○ Open-mindedness
	○ Fairness	○ Originality
○ Care and kindness	○ Family	○ Patience
○ Care for future generations	○ Financial security	○ Personal growth
	○ Forgiveness	○ Personal security
○ Clarity	○ Friendship	○ Positive attitude
○ Coaching/mentorship	○ Generosity	○ Professional growth
○ Commitment	○ Gratitude	○ Reliability
○ Community involvement	○ Health	○ Respect
○ Compassion	○ Honesty	○ Results
○ Competence	○ Humility	○ Risk-taking
○ Conflict resolution	○ Humour and fun	○ Self-realization
○ Constant learning	○ Independence	○ Taking responsibility
○ Creativity	○ Initiative	○ Trust
○ Determination	○ Integrity	○ Vision
○ Dialogue	○ Job security	○ Wealth
○ Discipline	○ Justice	○ Wellbeing
○ Efficiency	○ Listening	○ Wisdom
○ Entrepreneurship		

FOR EACH OF THE 3 PRIORITY VALUES YOU IDENTIFIED, ANSWER THE FOLLOWING QUESTIONS:

- On a scale of 1 to 5, how do you **embody** this value on a daily basis?

- What are you already doing to embody this value **at work**?

- What are you already doing to embody this value **at home**?

- What could you do to embody this value **even more**?

Develop your teams' soft skills with our learning solutions

Our turnkey solutions combine quality instructional content with an efficient learning experience and cutting-edge technology to develop the soft skills of your teams, managers and employees.

List of available soft skills

Self-management
- Autonomy
- Proactivity
- Self-awareness
- Stress management

Relationships
- Recognition
- Trust
- Constructive feedback
- Communication

Making a difference
- Unconscious biases
- Engagement
- Coaching
- Kindness

Skill
- Learning
  Managing time and priorities

Team cohesion
- Civility
- Collaboration
- Team standards
- Psychological proximity
- Psychological safety
- Excelling as a team

Transformation
- Change
- Courage
- Project management
- Résilience
- Digital agility

Team management
- Managerial transition
- Aligning and empowering
- Impact et influence

See the complete list here.

Did you know?

7 out of 10 people say that development and training opportunities influence their decision to stay with an organization.

Organizations that overinvest in learning and development have better retention, innovation, and customer service rates.

They are also 3x more profitable than their competitors.

The Boostalab learning solutions

A unique approach focused on action and results!

Forget traditional training and opt for an approach that will transform your organization and anchor learning in a sustainable and practical way.

Aha! Micro–contents

We only offer what is innovative, tangible and relevant.

Team challenges

Participants build authentic connections by focusing on their challenges.

Taking action on a daily basis

They implement the practices quickly, so that the magic happens.

Autonomy and empowerment

They become masters of their own development!

Efficient, engaging and high-impact solutions

The practical tools offered online allow for immediate implementation within teams and for managers to see the positive changes.

Oxfam Québec

The solution completely met our needs! Our managers were not used to working together. The fact that we also had a challenge to achieve led to great achievements that were reflected in the teams.

Humanware

Our managers challenged themselves to increase the impact of their feedback practices. The platform allowed them to set development priorities, work as a team and encourage each other to take up the challenge and thus succeed in changing their practices, in action and in a sustainable way.

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