

reflect

&

grow

the workbook

the
joyful
coach

SOPHIE CLIF

introduction

As another year (and decade!) draws to a close, it's time to start thinking about the year gone by and begin planning for the new one ahead. I always love this period of reflection, and I truly do believe that building a proper process around it each December has helped me to make the past few years my most productive, joyful and successful yet.

There's so much we can gain from pausing to think about the past 12 months and setting some new intentions for the new year. It gives us the opportunity to celebrate our successes, it helps us to truly learn the lessons of the year, and it helps us to identify where we've still got work left to do. But I think most importantly, it encourages us to play an active rather than a passive role in our own lives, which is when the magic really begins.

For that reason, I've been encouraging all of my coaching clients to take some time out in the next couple of weeks to complete their own process of reflection. And while they've all been on board with the idea, there's been one universal question raised: where should I start?

That's exactly why I decided to create this free workbook, Reflect & Grow. To help those clients who are looking for a reflection framework, but also to help you. These are the questions and exercises I work through each and every year, and this is the process that helps me to head into January with purpose and intention.

Find a couple of hours in your diary in the next few weeks, make yourself a drink, and curl up somewhere comfy. Commit to being completely honest throughout the process, and adopt an attitude of curiosity. I find that my most meaningful answers come when I write almost in a stream of consciousness - that's when I get the most value and insight from this process.

And then once you have your answers, read through them. Reflect on how they make you feel, and what thoughts they conjure up in relation to the year ahead. Maybe you'll start to have some goals circling around your head, or maybe you'll simply wish for more of the same.

Either way, you can be sure that you're setting goals and making plans that are right for you, rather than just jumping on the "new year, new me!" hype and plucking resolutions out of thin air. And that's bound to set you up for a better start to the year, right?

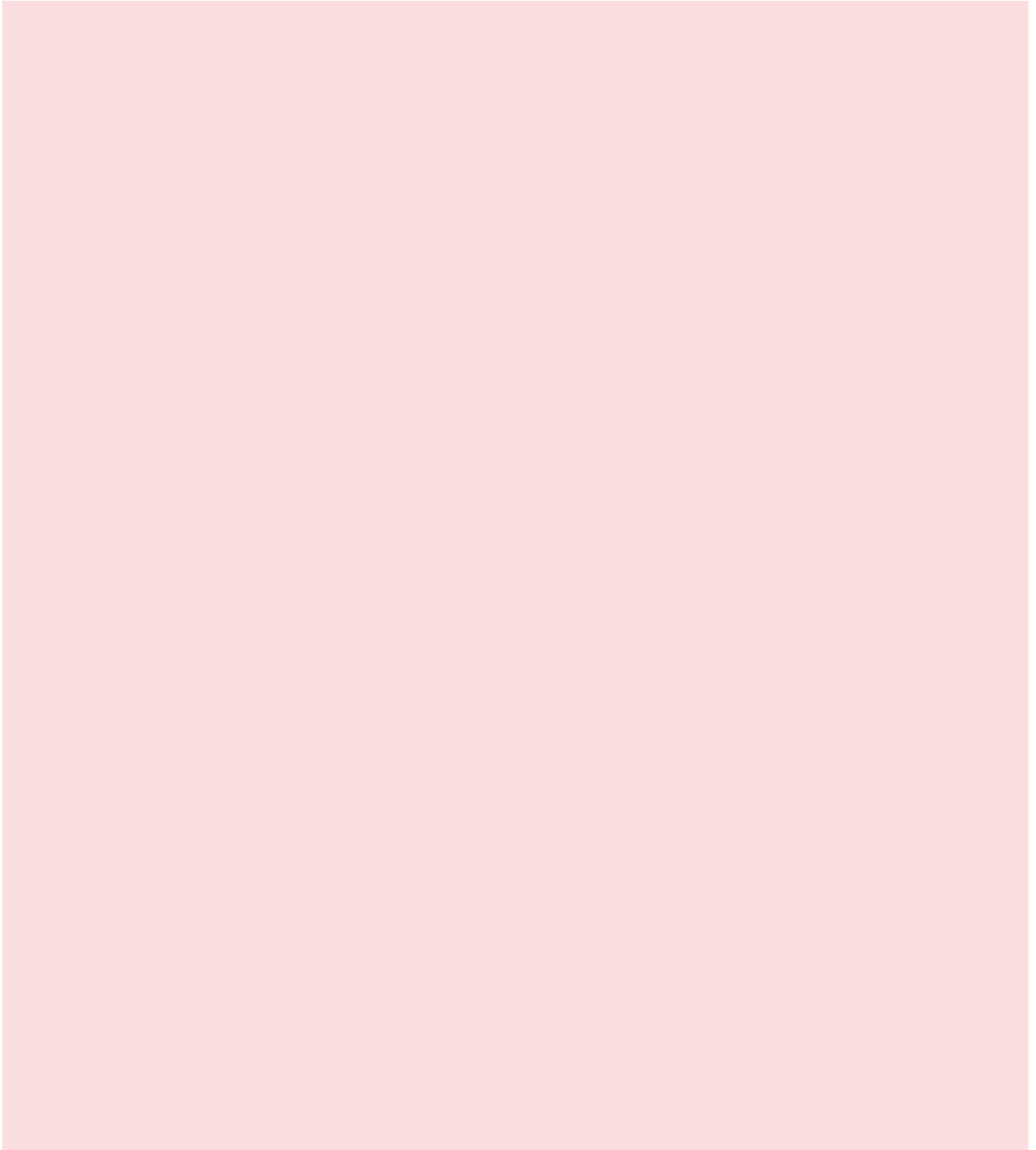
Love,
Sophie x

how to use this workbook

- Create some space in your diary to commit to the process - a couple of hours in the afternoon or evening is perfect
- Minimise any potential distractions
- Create a cosy atmosphere - candles and hot drinks are encouraged!
- Have your calendar or diary on hand to jog your memory where needed
- Try not to overthink things - stream of consciousness is often where we have the biggest breakthroughs
- Accept that there is no right or wrong way to answer the questions
- Adopt an attitude of curiosity and kindness rather than judgement
- Be as honest with yourself as possible
- Remember that this process is for you and you alone - nobody will ask to see your workings

what happened in 2019?

In order to help you complete the next few sections, we're going to start by reminding ourselves what happened this year. Make a list of all of the key milestones, events and moments from the past 12 months.



life

Let's start our reflection deep dive by looking at what's been going on in your personal life this year...

What did you do for fun this year?

What have you achieved in your personal life?

Did 2019 present any challenges or curveballs?

What are you feeling grateful for as we wrap up the year?

relationships

The people we spend our time with can make a huge difference to our lives, so let's spend some time thinking about our relationships...

Who did you enjoy spending time with this year?

Who has supported your personal and professional goals this year?

Are there any grudges or issues you'd like to leave behind in 2019?

Who are you feeling grateful for as we wrap up the year?

work/career

Our work takes up a huge amount of our time, so taking the time to reflect on our achievements and successes is so important.

What did you achieve at work
in 2019?

What career challenges did
you overcome in 2019?

What are you feeling most
proud of?

Is there anything you'd like to
continue working on in 2020?

personal growth

Finally, let's consider our personal growth...

What did you learn about yourself in 2019?

When did you step outside of your comfort zone this year?

When have you felt most in flow during the past 12 months?

Are there any negative habits or thought patterns you'd like to let go of?

rating your year

Thinking about these different areas of life, give each a score between 1-10 for how satisfied you're feeling as we close 2019.

Write down the first number that comes to mind!
(1 = lowest, 10 = highest).

friends & family

work/career

health & fitness

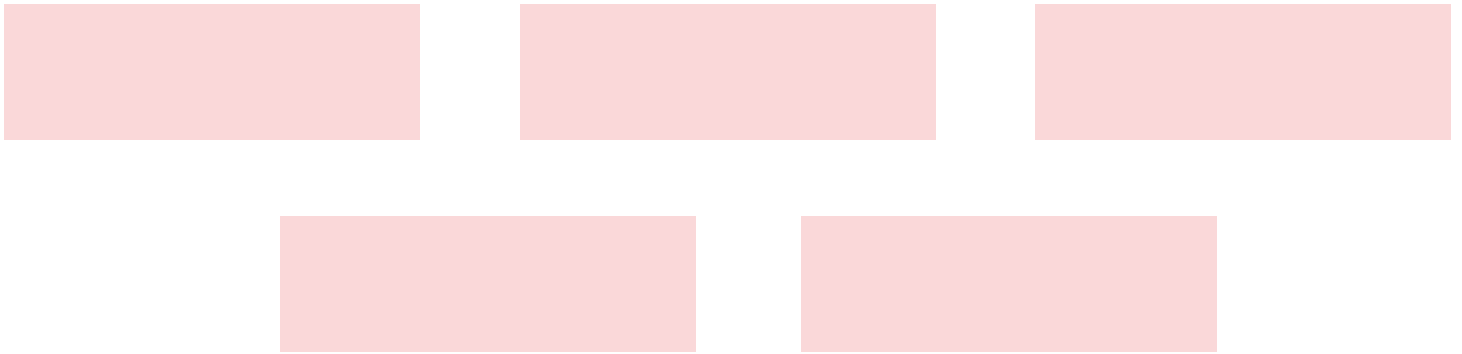
finances

fun & leisure

personal growth

summing up 2019

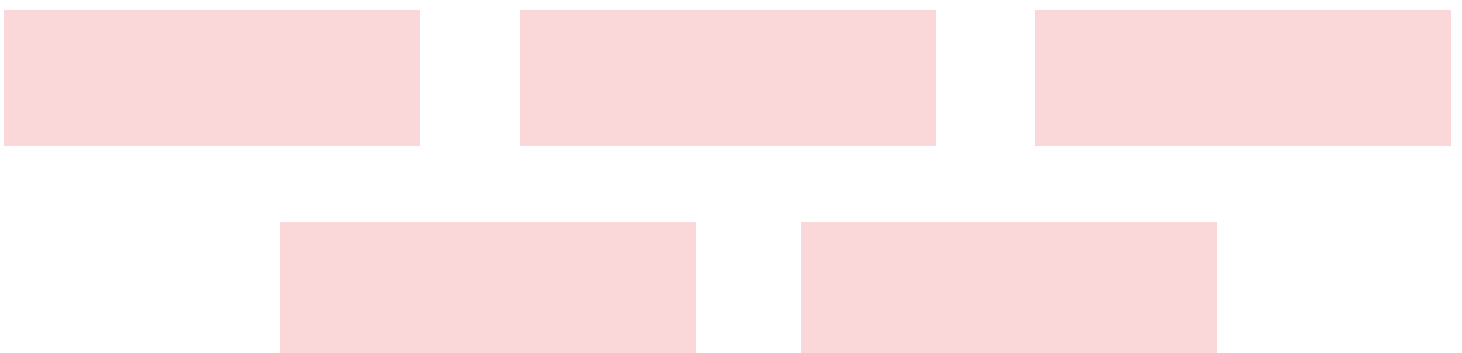
If you had to describe 2019 in 3-5 words, what words would you choose?



Five light red rectangular boxes arranged in two rows: three in the top row and two in the bottom row, intended for writing words to describe 2019.

2020 planning

If you had to choose 3-5 words to describe how you want 2020 to feel, what would you pick?



Five light red rectangular boxes arranged in two rows: three in the top row and two in the bottom row, intended for writing words to describe how you want 2020 to feel.

2020 goal setting

Now that we've spent some time reflecting on 2019, it's time to turn our attention to 2020. What are 3 goals that you'd like to set for both your personal life and your work/career?

personal life

1)

2)

3)

work/career

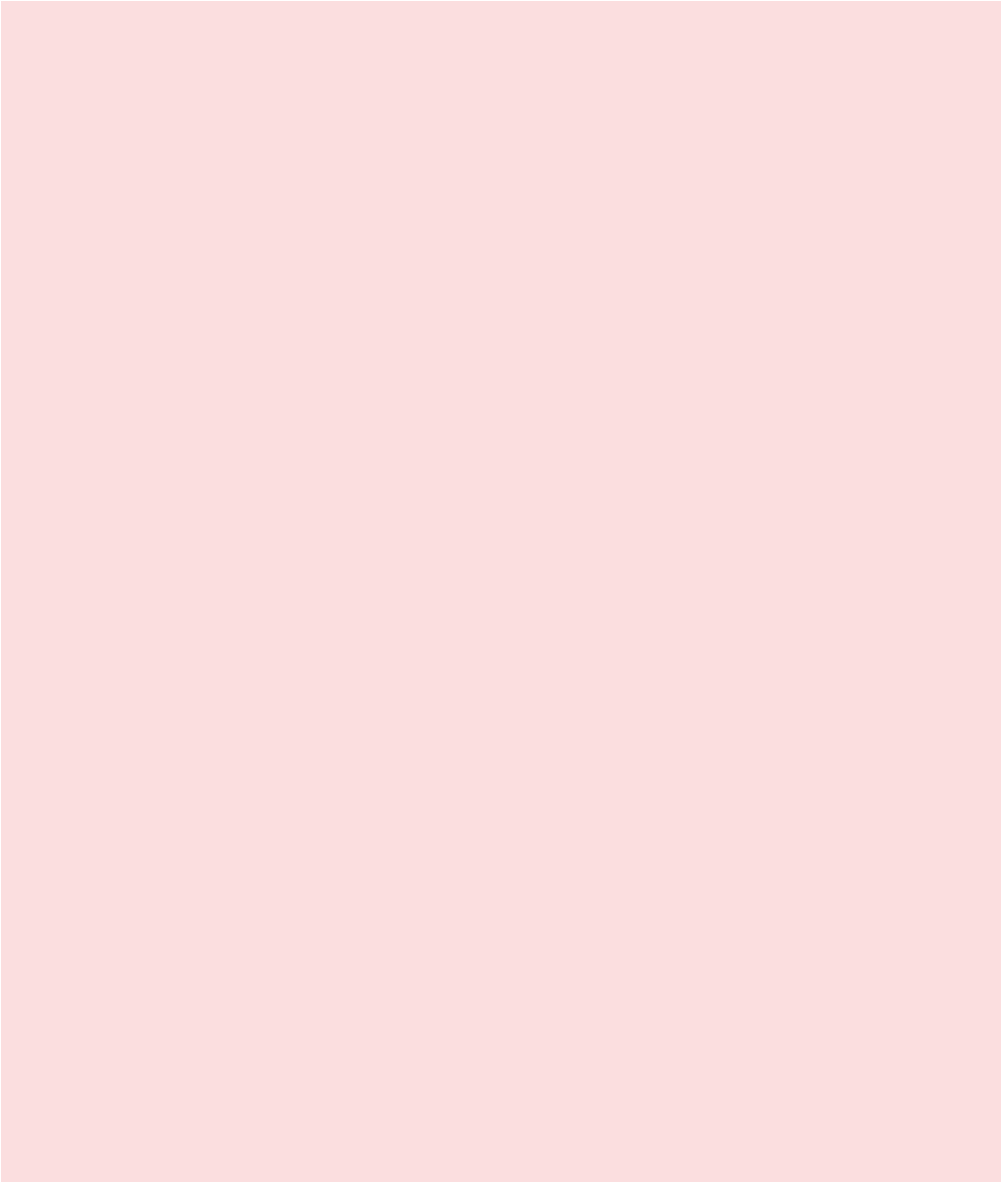
1)

2)

3)

planning for 2020

Now that you have some defined goals, spend some time considering what needs to change in 2020 in order for you to turn those goals into a reality.



future you

Finally, before we wrap up our reflection process, write a letter to the person you'd love to be on December 31st, 2020. What hopes do you have for that person? What would you love them to have achieved?

A large, empty rectangular area with a light pink background, intended for writing a letter. The area is completely blank, providing space for the user to write their reflections and hopes for the future.

about the author



Sophie Cliff (aka The Joyful Coach) is a coach, writer and podcaster based in the UK. Via 1:1 coaching, workshops and courses, she helps brilliant people like you live their most joyful lives, whatever that looks like for them.

You can read more about her work over at [SophieCliff.com](https://sophiecliff.com), listen to her podcast Practical Positivity, or say hi to her over on Instagram (@sophiecliff), where she regularly shares practical advice for living a more joyful life.