The workdays in December tend to slip through our fingers quickly because of the busy holiday season and different demands and obligations at both work and home. As the end of the year approaches, it is a good opportunity to reflect back on what you have accomplished in both professional and personal lives. It is important to set some time aside to think about how you and your coworkers have contributed to work goals so that you can end the year right and plan for the new year ahead.

WHILE REVIEWING THE YEAR, YOU SHOULD:

Keep track of your accomplishments. When thinking back on what you have achieved this year at work, it is important to keep track and document your important accomplishments. This information will be helpful during the next performance evaluation time as you discuss your performance and achievements with your supervisor. When documenting your accomplishments, be sure to include the following items:

- Description of the specific situation and/or task;
- The result you accomplished;
- The action(s) you took to achieve the desired result;
- The value of your work and how it contributed to departmental and/or organizational goals.

Acknowledge the contributions of others. In order to achieve the common goals, every employee in the department and in the District must be a team player and work together throughout the year. Therefore, as you reflect back on the year, remember to recognize the contributions and team work of your colleagues. You can do so by sending personal notes or cards to those who have supported you and helped you succeed during the year, or find other simple but meaningful ways to express your appreciation.

Stay positive. The holiday season can be a stressful time both in the workplace and in your personal life. As you review the year, make sure you stay positive and do not dwell on what did not work out during the past year. It is important to end the year and start the new year on a positive note.
**Don’t forget the lessons learned.** While it is not productive to dwell on what you considered difficult or not as successful, it is essential that we learn from our past challenges and mistakes. It is equally important to note down your lessons learned for the year so that you know how to deal with similar challenging situations moving forward.

**Prepare for the new year.** The end of the year is also a good time to plan ahead and prepare for the next year. Tie up loose ends on the tasks and projects that you are currently working on before the holidays. It is also beneficial to proactively look at what’s coming and the new goals for the next year so that you can be prepared and manage your time effectively when the new year starts.

We’d like to hear from you! Please visit the following survey link to provide us with valuable feedback on our bulletins: [https://www.surveymonkey.com/r/YPVKNDF](https://www.surveymonkey.com/r/YPVKNDF).