

REFLECTION QUESTIONS

END OF THE MONTH REVIEW

SUCCESS

1. What did I succeed at?
2. What am I proud of?
3. What am I looking forward to next month?
4. What task or project did I complete before the time specified?
5. How did I surprise myself?

CHALLENGES

1. What can I improve on?
2. What were my challenges?
3. What frustrated me about this process?
4. How well did I do with time management?
5. What do I need help with?

NOTE TO SELF

Ask yourself, "How have my actions contributed to getting closer to my goal?" Each of these questions highlights important reminders and cues to help challenge and encourage you. The chart below breaks down where to start and how to keep your goals SMART.

brainstorming



ideas



tasks



1 year goal



3 month goals



projects

S

Specific - make goal as focused and narrow as possible

M

Measurable - can the task be quantified and tracked?

A

Attainable - is your goal too far off?

R

Realistic - does it fit your original goal? Is it a fit for you?

T

Timely - set a date and work towards it, adjust the date if necessary