



## Year-End Leadership Reflection Summary

Before setting goals for the new year, take time to debrief this one. This one-page summary outlines the five-step reflection process adapted from Marine Corps Aviation to help leaders evaluate performance, extract lessons, and plan with greater clarity and purpose.

### 1. Plan the Year

What goals, assumptions, and expectations did you set at the beginning of the year? Which proved accurate—and which require rethinking?

### 2. Communicate the Plan

Who understood the plan and how effectively was it communicated? Did you revisit it consistently throughout the year?

### 3. Execute the Plan

Compare planned actions with what actually happened. What deviations occurred and why? What external factors influenced your results?

### 4. Debrief the Results

Analyze causes behind both successes and challenges. What patterns emerged? What deserves celebration and what requires deeper understanding?

### 5. Lessons Learned

Translate your insights into action. What will you do differently next year? Where do you need new habits, structure, or support?

#### Ready to apply these insights?

Great Transitions Strategies provides executive and leadership coaching to help professionals plan strategically, lead with purpose, and operate at their highest potential.

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