



2023 YEAR IN REVIEW

REFLECTION & ACTION GUIDE

Intentionally designed to help you move forward in 2024 using your unique thinking and behavioral preferences by:

Polen
GROUP

IT'S TIME TO REFLECT ...AND TAKE ACTION!

The transition from one year to the next presents a natural opportunity to reflect and plan. Perhaps, the action of reflection is more important this year than ever before. While the propensity might be to quickly put 2023 behind you, consider all of the lessons you've learned in this year of a lifetime!

Whether you learned about how you react to change, who your most important relationships are with, or simply how resourceful you can be when you need to find supplies, you have learned a great deal about yourself.

WE DO NOT LEARN
FROM EXPERIENCE...
WE LEARN FROM
REFLECTING ON
EXPERIENCE.

- JOHN DEWEY

When we pause to reflect, our brains are able to process information more effectively. Research shows that stillness is an important component to learning and regenerating our tired brains.

Throughout this guide, you are encouraged to engage in solution-focused self-reflection using the foundation of Emergenetics.[®] This thinking and behavioral profile tool enables a customizable approach to reflection, but knowing your profile is not required to use this guide effectively.*

As you prepare to approach this new year, full of unknown opportunities, take some time to reflect so that you may approach those opportunities full of intention and purpose. The lessons you've learned in 2023 may serve you for a lifetime.

Wishing you health and happiness in 2024!

Stephanie

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*An overview of the Emergenetics profile can be found at the end of this guide.



ANALYTICAL REFLECTION

STRENGTHS:

- Logical
- Objective
- Rational
- Data-oriented
- Assimilates information easily
- Researcher
- Quick problem solver
- Skilled at data analysis
- Efficient
- Gets end results

PREPARATION

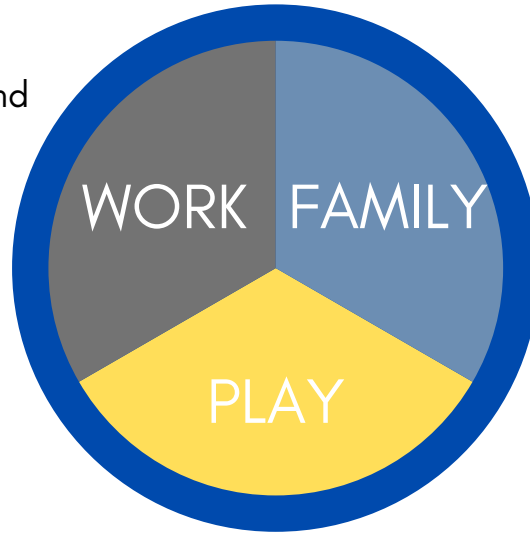
Compile all information in advance so you have it available for review

SUPPORTING MATERIALS

- Your calendar from the year
- Business or financial plans
- A calculator
- Credible references or resources that prompt thinking

FOR YOUR CONSIDERATION

What changed in your work and your career plans?



How much more (or less) time did you spend with family and friends?

How many opportunities did you make for play?

Where did you use data to make decisions in 2023?

Which of your beliefs have been challenged? Did they change?

What did you value most this year?

FOR YOUR CONSIDERATION

What problem did you solve this year that you are proud of?

What evidence do you have about how you managed change successfully?

By the Numbers

Here are a few data points to consider as you reflect on 2023:

- How many days did you spend in the office vs. at home?
- How many hours did you spend with family each week?
- How many new interests did you explore?
- How many shows did you binge watch?
- How many miles did you save commuting?
- How many online shopping transactions have you made?
- Keep going!



STRUCTURAL REFLECTION

STRENGTHS:

- Dependable
- Follows through
- Practical
- Brings order out of chaos
- Detail-oriented
- Good implementers
- Hands-on learner
- Methodical/Predictable
- Thorough
- Follows guidelines, policies, and rules

PREPARATION

Schedule time in your calendar to reflect, include time to follow up on any items that did not get completed

SUPPORTING MATERIALS

- Lined paper or notebook
- Timer
- Spreadsheet software
- Files, Project Plans

A GUIDELINE FOR REFLECTION

1. List the accomplishments you are most proud of completing in 2023.

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-
-
-
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-
-
-
-
-

2. What are three ways you provided stability for yourself and others?

- 1.
- 2.
- 3.

3. Identify two ways you brought order to chaos in 2023

- 1.
- 2.

4. What productive routines or habits did you establish this year?

5. What metrics were helpful to keep you on track and help you reach your goals?

6. What had you hoped to control that did not go your way?



SOCIAL REFLECTION

STRENGTHS:

- Approachable
- Caring and compassionate
- Empathetic
- Fair
- Intuitive about people
- Socially sensitive
- Tactful
- Thinks about the cause and effect of actions

PREPARATION

Identify the people you can share your reflection with for feedback and conversation

SUPPORTING MATERIALS

- Journal
- Phone or Zoom for check ins
- Photos from the year
- Trusted sounding board to discuss with

TO START A CONVERSATION

Who were the 3 people who had the greatest impact on your life in 2023?

How did you make or improve connection with others?

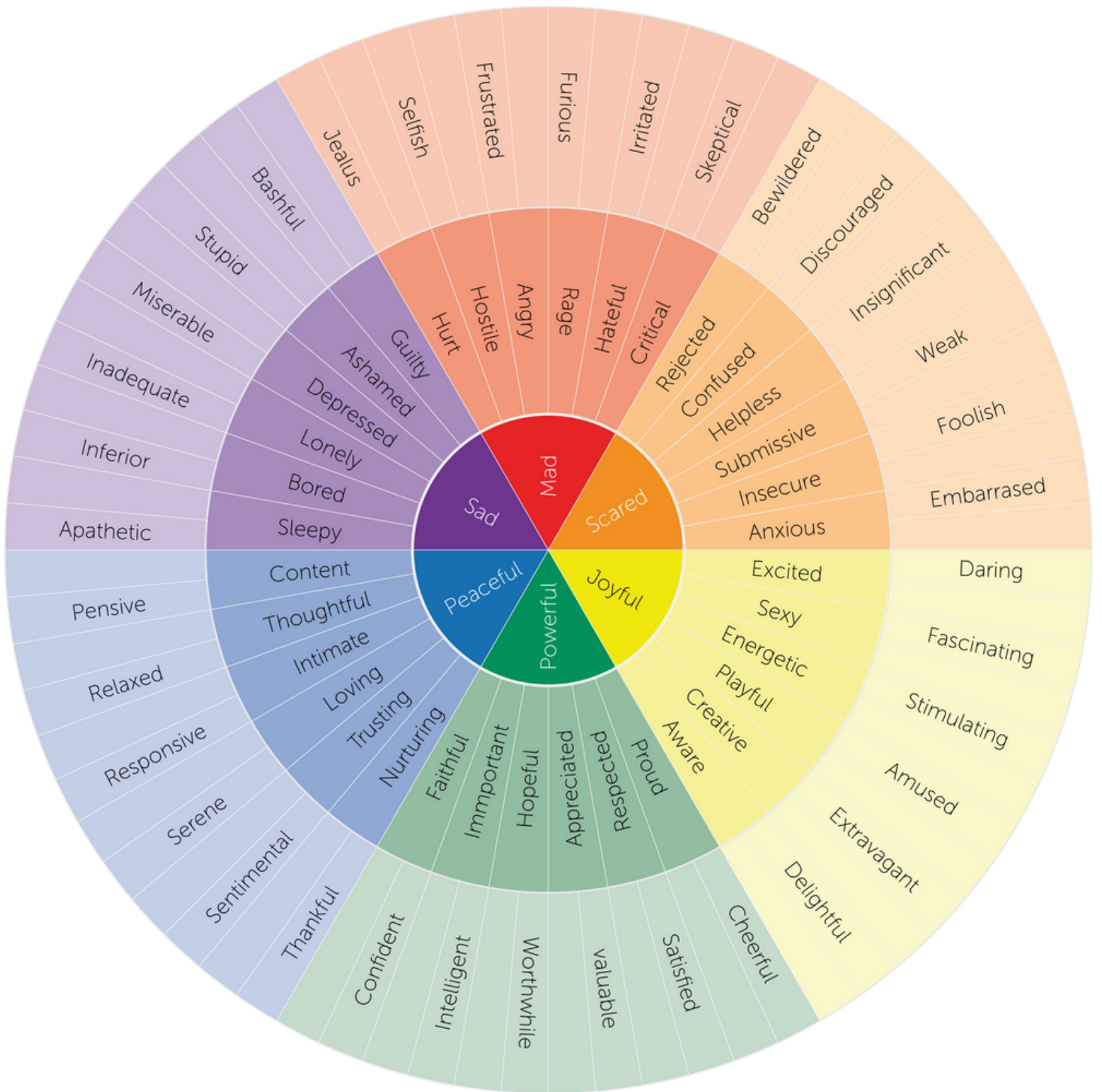
What projects did you most enjoy collaborating on?

What did you **GIVE** this year?

What did you **GAIN** this year?

What situation or encounter will you remember most deeply this year?

Circle the emotions you experienced this year.



What do these emotions tell you about how you experienced 2023?



CONCEPTUAL REFLECTION

STRENGTHS:

- Create a vision
- Big picture
- New ideas
- Considers all impacts
- Creative
- Experimenter
- intuitive about ideas
- Thinks into the future
- Breaks down barriers to solutions

PREPARATION

Gather a variety of materials allowing for several touchpoints

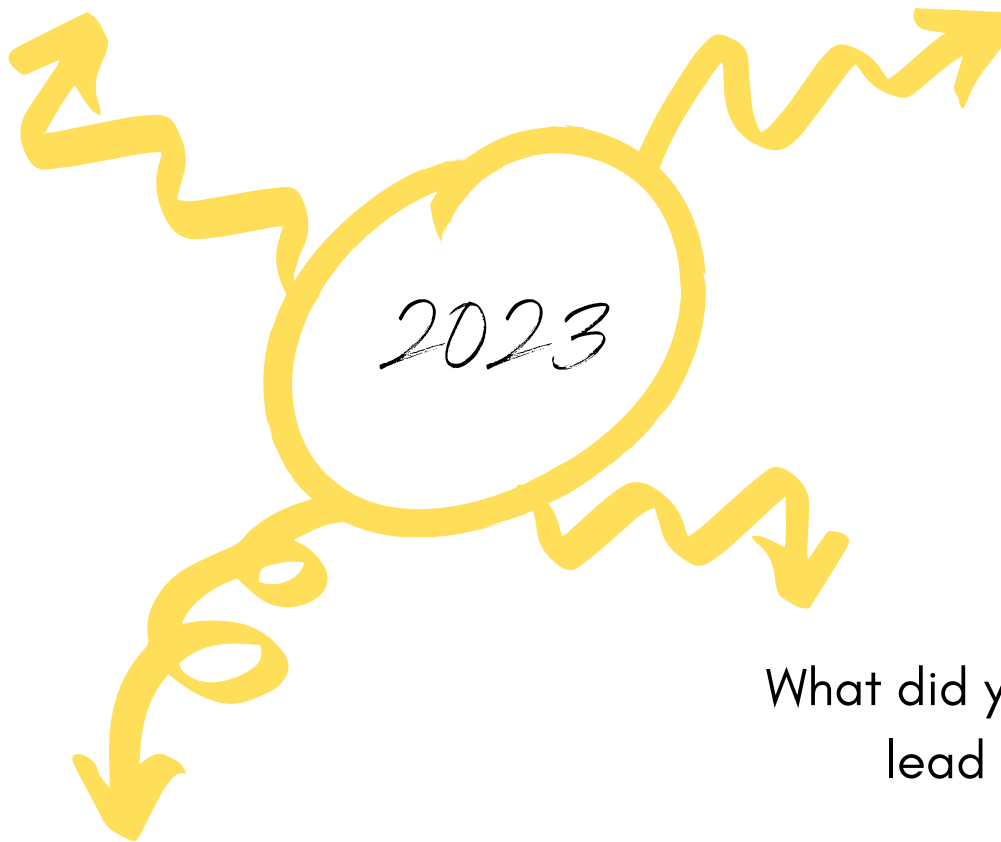
SUPPORTING MATERIALS

- Sketchbook
- Colored markers
- Whiteboard
- Post it notes
- Journal

YOUR 2023 MIND MAP

What did you reimagine or innovate during 2023?

What new opportunities emerged this year?



What did your curiosity lead to this year?

What image best represents 2023 for you?
Draw it or paste a picture here

REFLECTING ON YOUR BEHAVIORS

What did you learn about how you listen this year?

What did you learn about how you respond to change?

What did you learn about how your values line up with your actions? Or not?

What did you learn about how you get things done?

ANALYTICAL ACTION PLANNING




Identify your top three priorities for the year:

-
-
-

How will you measure success?

What will you need to research or investigate in order to be successful?



100 QUESTIONS

In one sitting write out 100 questions you have for the coming year. The questions can be about anything. The first few may be quick and easy, then you may hit a lull. Allow that space, then keep writing!

When you hit 100, stop. Review the questions to identify any themes or common question types that emerged.

What do you observe? How might your observations shift your priorities?



STRUCTURAL ACTION PLANNING



What is the ONE important goal you want to accomplish in 2024?

What are the top three goals you want to accomplish in Q1 2024?

Goal	Due Date	Next Step
Must be specific.	Must be exact..	Must begin with a verb.

For each goal, identify something you will need to stop doing or let go of in order for you to be successful achieving that goal.

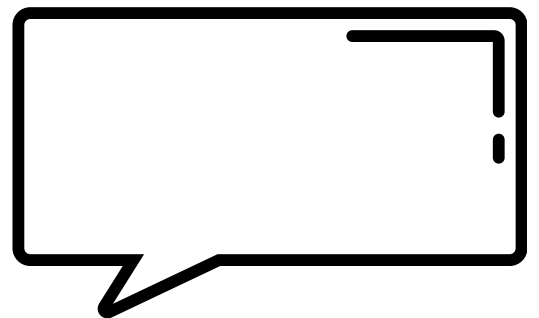
- 1.
- 2.
- 3.

How will you track your success?

SOCIAL ACTION PLANNING



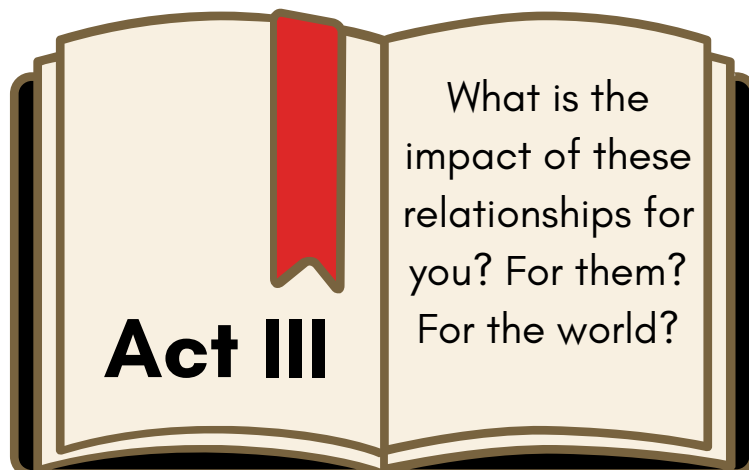
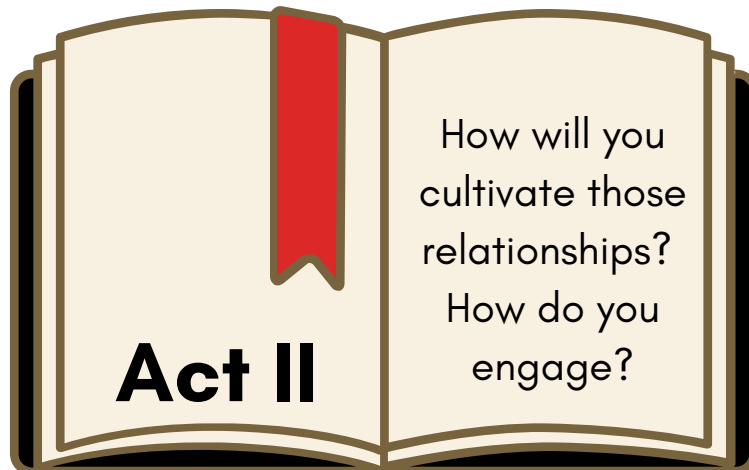
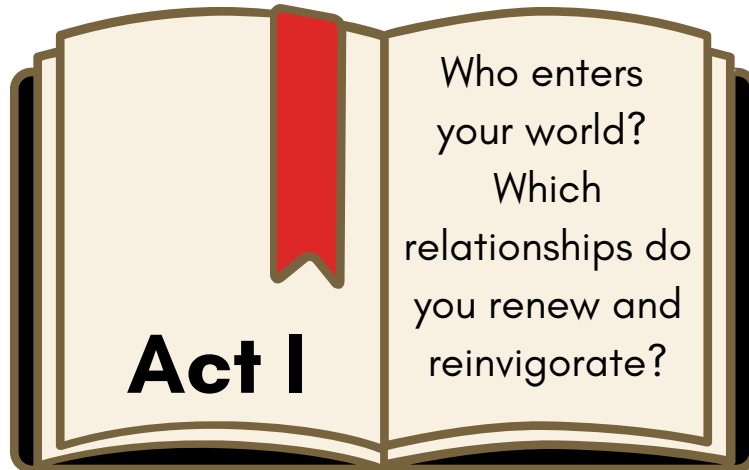
What three words do you want to describe how you want to feel this year?
(Reference emotions wheel from reflection section if needed!)



What kind of impact do you want to make in 2024?

The Story of Your 2024

Write a 3-act "precap" play of 2024 about your relationships as if you were telling the story from the end of year. Consider what you can GIVE more and what you would like GAIN this year.



CONCEPTUAL ACTION PLANNING



If a crystal ball could tell you the future, what does it see?

What road less traveled might you explore this year? Why?

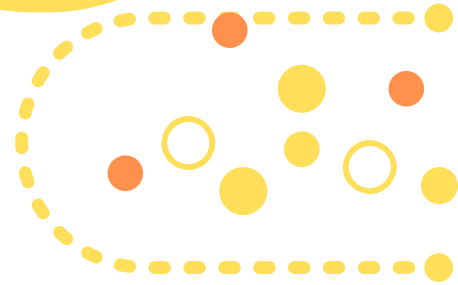
What new ideas do you want to experiment with?

What would your motto, word, or image be for 2024? *Why?*



Connect the dots.

What opportunities exist to connect things that seem unconnected? How can you multiply your impact?



Create a Vision or Action Board

Gather your creative materials and tap in to see where your curiosity and intuition take you!

IDENTIFYING DESIRED BEHAVIORS

How will I communicate to get the best out of others?

Think before speaking
Allow silence
Speak Up
Multiple conversations at once
And/or.....

How do I want to make my opinions known?

Be polite
Stay steady in approach
Ask for support
Be upfront
Engage in lively debate
And/or....

How can flexibility help me achieve my goals?

Stay the course
Make a decision now
Give options
Changes are ok
And/or....

THE EMERGENETICS METAPHOR



ANALYTICAL

- Clear thinker
- Logical problem solver
- Data driven
- Rational
- Learns by mental analysis

CONCEPTUAL

- Imaginative
- Intuitive about ideas
- Visionary
- Enjoys the unusual
- Learns by experimenting

STRUCTURAL

- Practical thinker
- Likes guidelines
- Cautious of new ideas
- Predictable
- Learns by doing

SOCIAL

- Relational
- Intuitive about people
- Socially aware
- Empathetic
- Learns from others

EXPRESSIVENESS

1/3 Likely operates in a more quiet and introspective manner. **3/3** Tends to be more gregarious and outgoing.

May prefer to be in the background or as the center of attention, depending on the situation.

ASSERTIVENESS

1/3 Probably acts as a peacekeeper and likes to build consensus. **3/3** Likely enjoys being a driver to move tasks, ideas and opinions forward.

Depending on the situation, may be easygoing or may choose to take the wheel and drive.

FLEXIBILITY

1/3 Tends to enjoy defined situations and may like to focus on one task at a time. **3/3** Likely welcomes change and looks for new options at every opportunity.

May take a more firm stance on an opinion or may go with the flow, depending on the situation.

Congratulations!

Taking the time to reflect is how we learn how to take future action. And, using your Emergenetics profile is a wonderful way to do just that!

Stephanie Polen

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Founder, Unshakeable Women
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*Wishing you a happy
and healthy new year!*