



2020 YEAR IN REVIEW

# REFLECTION & ACTION GUIDE

Intentionally designed to help you move forward in 2021 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 2020 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.<sup>®</sup> 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 2020 may serve you for a lifetime.

Wishing you health and happiness in 2021!

*Stephanie*

Stephanie@thepolengroup.com

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



# ANALYTICAL REFLECTION

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## **STRENGTHS:**

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

## **PREPARATION**

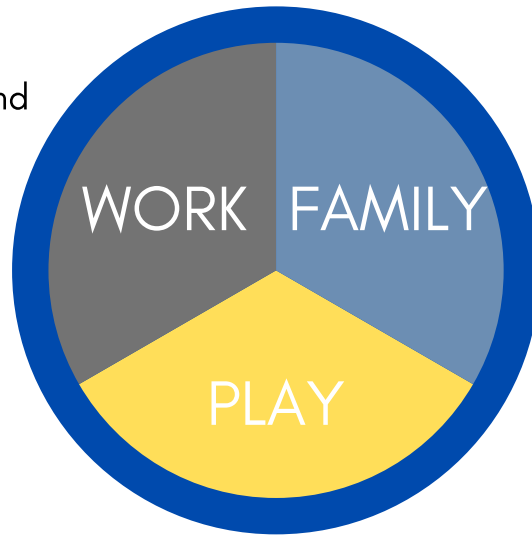
Compile all information in advance so you have it available for review

## **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 2020?

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 2020:

- 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 2020.

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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 2020

- 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 2020?

How did you make or improve connection with others?

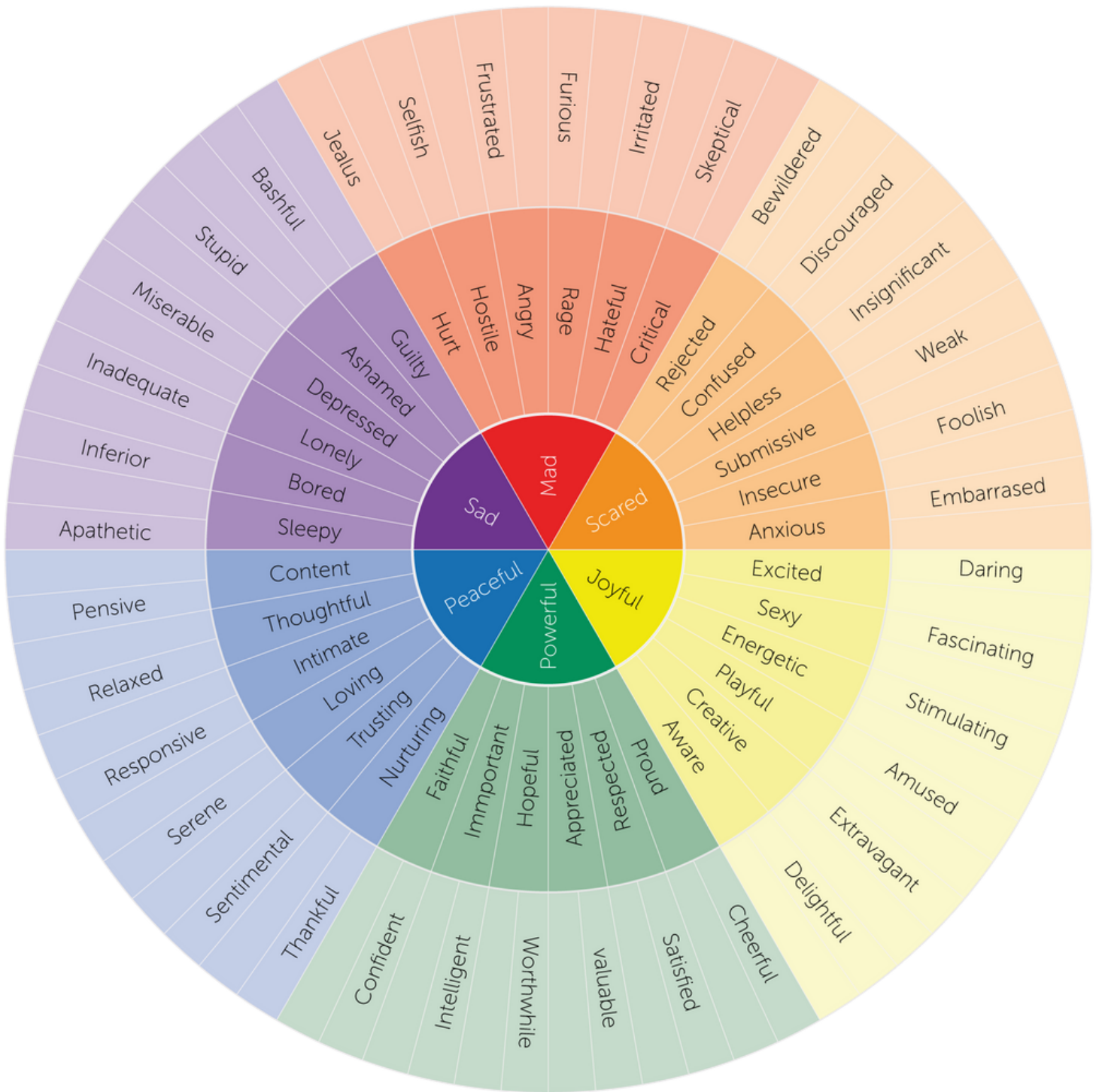
What projects did you most enjoy collaborating on?

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 2020?



# 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

# TO SPARK YOUR THOUGHTS

What do you wish 2020 had ...

**MORE OF...**



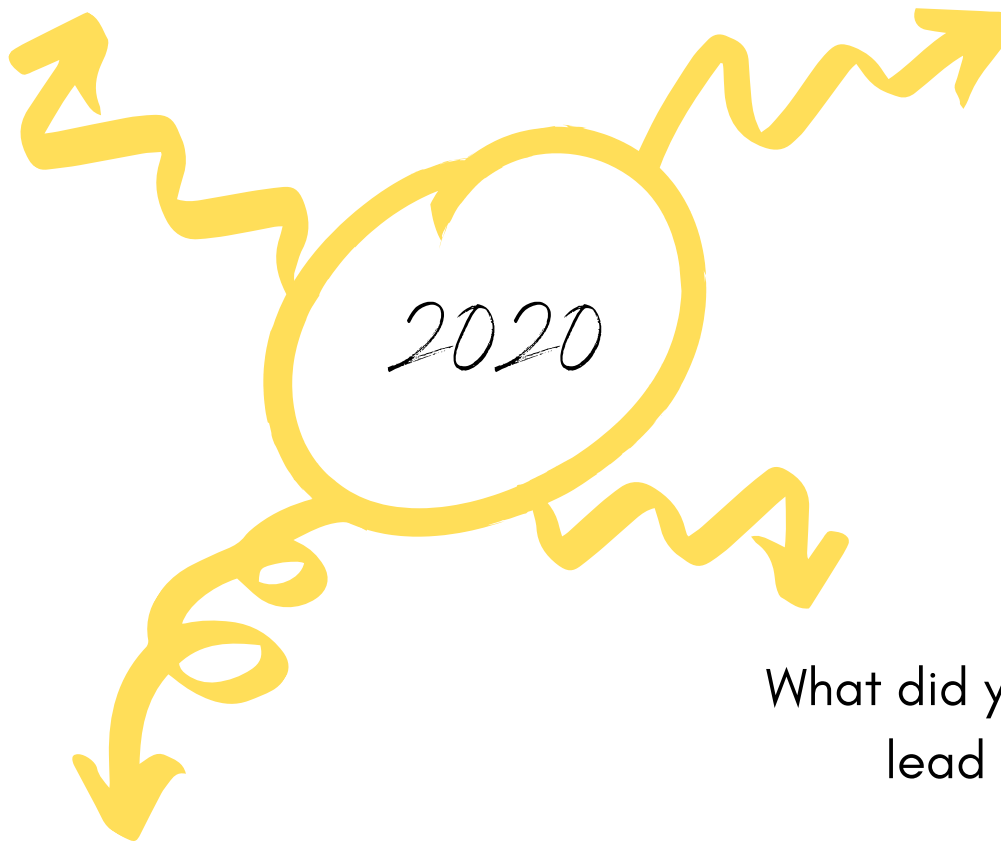
**LESS OF...**



# YOUR 2020 MIND MAP

What did you reimagine or innovate during 2020?

What new opportunities emerged this year?



What did your curiosity lead to this year?

What image best represents 2020 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 2021?

What are the top three goals you want to accomplish in Q1 2021?

<b>Goal</b>	<b>Due Date</b>	<b>Next Step</b>
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.

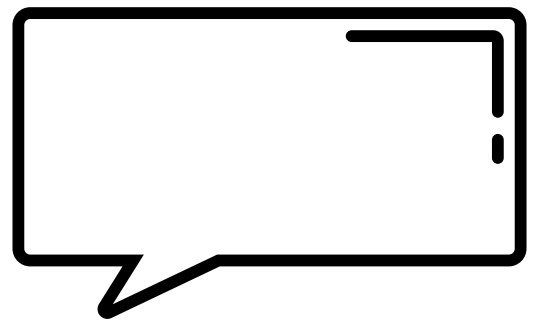
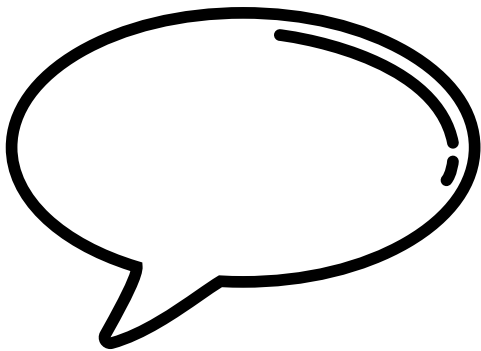
How will you track your success?



# 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!)*

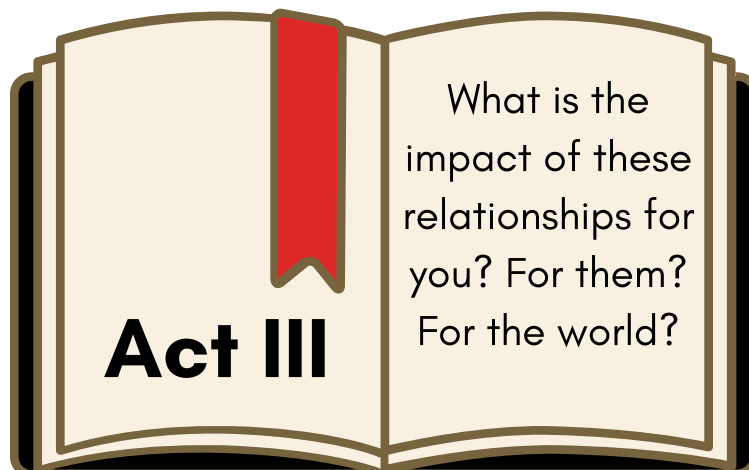
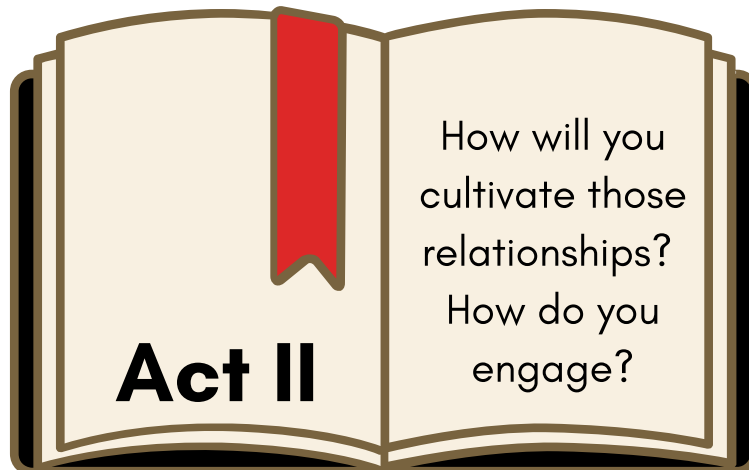
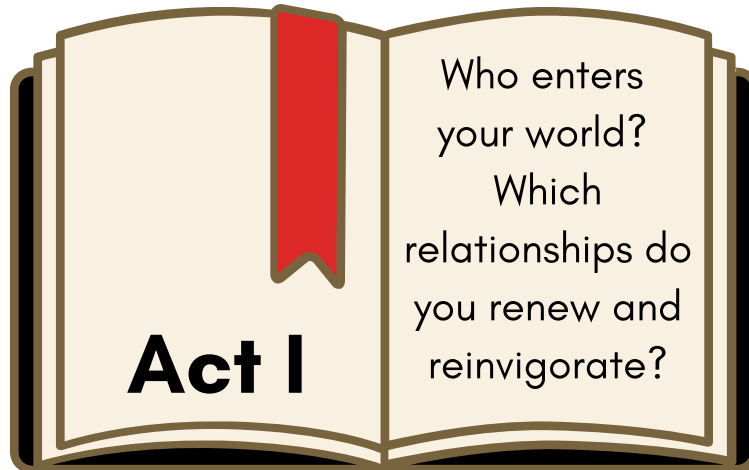


What kind of impact do you want to make in 2021?



# *The Story of Your 2021*

Write a 3-act "precap" play of 2021 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?

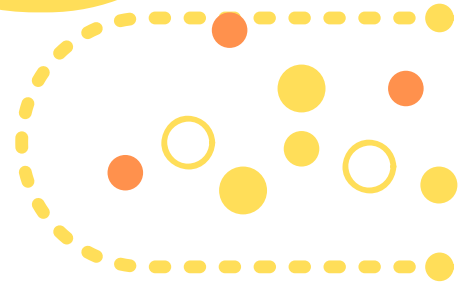
What new ideas do you want to experiment with?

What would your motto, word, or image be for 2021? *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



## MEET YOUR ADVANCED EMERGENETICS FACILITATORS

We all love and use the science of Emergenetics to transform the ways individuals, teams, and businesses work. We apply our knowledge, skills and tools to empower individuals, build healthier teams, and transform businesses. We believe in inclusion of people who have different ways of thinking, different viewpoints, and different skill sets in a team or group.

### Stephanie Polen

Stephanie is happiest with a whiteboard and a marker in her hand. She uses her trimodal Conceptual, Analytical, and Social brain to facilitate discussions about business, books, and buti yoga. Learn more about Stephanie on [LinkedIn](#) and [thepolengroup.com](http://thepolengroup.com).

### Susan Heinzeroth

Susan thrives when transformation is on the agenda! She is a catalyst for strategic change with her clients and in the community. Using her innate ability to “connect-the-dots” she brings into focus openings for innovation and inspires others to action. Learn more about Susan on [LinkedIn](#) and at [www.sageriver.com](http://www.sageriver.com).

### Julie Holunga

Julie is passionate about achieving tangible results and does this with a blend of tough love, firm focus, and action planning. As an Emergenetics Master Trainer, speaker, and coach, she consistently inspires bold outcomes. Learn more about Julie on [LinkedIn](#) and [julieholunga.com](http://julieholunga.com).

### Mark Mattek

Mark is energized by translating others' abstract ideas into actionable steps in a way that strengthens relationships. He brings expertise as a coach and facilitator from the corporate, consulting & mental health fields. Learn more about Mark on [LinkedIn](#) and [markmattek.com](http://markmattek.com).

### Kim Smith

Kim is a calming force amid the increasing uncertainty and disruption of these times. She possesses a rare combination of being grounded as a business entrepreneur while being inspired by her work in human relationship development and repair. Learn more about Kim at [getcollaborative.com](http://getcollaborative.com)

### Melissa Curtin

Melissa brings together ideas and people and develops a plan for moving forward together. She coaches individuals and organizations to perform at their most creative, authentic, and productive best. Learn more about Melissa on [LinkedIn](#) and [melissacurtincoaching.com](http://melissacurtincoaching.com).

### Judy Goldberg

Judy is driven to collect insights, ideas, and data from people and her environment to design possible futures (sometime in colorful mind maps). She brings expertise in the areas of leadership, productivity, and team development. Learn more about Judy on [LinkedIn](#) and [wondershift.biz](http://wondershift.biz).

