

A black and white portrait of John C. Maxwell, an older man with grey hair, smiling warmly. He is wearing a dark suit jacket over a light-colored button-down shirt. The background is a dark, solid color.

Year-End Review

with **John C. Maxwell**

Hello my friend,

I'm thrilled you're investing in yourself and participating in my Year in Review process. You're going to learn so much about yourself, your time and your priorities. And best of all, you're going to make incredible changes that will impact your gains in the coming year!

Every year I set aside time to go back over my calendar and review my year. I look at every day in my calendar and evaluate it.

- What was the main thing I scheduled that day?
- What turned out to be the main thing that day?
- What deserved more of my time?
- What deserved less?

It's a habit I've developed over the years, and it's one of the biggest in terms of setting me up for success.

Before you listen to the lesson and begin your Year in Review, I want to share with you three key areas for your own reflection. You may not have the time to spend an entire week going over your calendar—though I recommend it if you can—and even if you did, you might not know where to start. So I want to give you three areas in your life that you can look back on, in order to determine where you grew, where you need to grow, and how you can capitalize on both.

RELATIONSHIPS

This is one of the biggest areas of growth for any person.

Ask yourself:

- Which relationships are helping me grow?
- Which ones aren't?

Sometimes the answers are surprising. And sometimes, the biggest relationship issues we face are with people we can't just run away from! So how can you learn from this year's relationship choices to be more successful and healthy in the coming year?

RESPONSIBILITIES

Our years are composed of things we have to do, both at work and at home.

Ask yourself:

- Are you doing the right things?
- How can you decide which responsibilities are truly yours versus things you do out of guilt or fear?
- And what might happen if you choose to be responsible for those things that only you can do?

Learning from how you spent your time and effort this year will help you better position yourself to make the most of the opportunities you take and the commitments you make next year.

RETURNS

Of all the reflecting you can do on your year, this one most reveals how much you've grown over the past 12 months.

- What outcomes did your choices produce?
- Did those outcomes satisfy you?
- Did they move you forward toward your goals?
- If not, what outcome would have been more satisfying, and how can you chase that down?

You see, the return you get for the choices you make can either keep you hungry and willing to move forward, or drain your energy and keep you stagnant. When you take the time to think about what gives you your best return, you will be better positioned to chase that return from day one.

And I'd just like to say this as a word of encouragement to you, my friend. Maybe you've had an up and down year. Maybe the year has felt more like a roller coaster than a walk in the park! Maybe you've felt uncertain about how to move forward in your relationships, responsibilities and returns. If so, I truly believe investing some time to reflect, review and design your plan for the coming year will significantly shape your success in the year to come.

I'm excited for you as you begin this review process and I guarantee you'll enhance this year and make the next even better!

Your friend,

A handwritten signature in black ink that reads "John C. Maxwell". The signature is written in a cursive, flowing style. The first name "John" is written in a slightly larger, more prominent script than the last name "Maxwell".

John

Seven Steps to a Successful Year in Review

1. Create time to reflect.

1. Value reflection and _____ to do it.

“What I value is what I find time for.”

2. Leaders see _____ and
_____ others see because they
take time to reflect.

3. The challenge: Leaders are naturally active. We want to be in the middle of the action.
But we are cheating ourselves if we don't take time to think.

4. Ask yourself:

What do I _____

What do I _____

What do I _____ .

Good thinking takes everything to a higher level.

5. Thinking reconciles feelings and facts.

6. “The best leaders make their _____ and
_____ work together.”

7. Develop the discipline of reflecting and evaluating.

Sustained thinking beats smart thinking every day.

WORD KEY: Find time, More, Before, Feel, Know, Think, Heart, Head

2. Prepare your materials.

1. Create a system:

1. Only mark the material the teacher taught.
2. Ask _____ all the time.
3. Review and prioritize the material.

2. Materials Needed:

1. A calendar: Are you marking it with both wins and defeats?
2. A legal pad: *Write it down. What are your four priorities?*
 1. _____
 2. _____
 3. _____
 4. _____

3. Identify my priorities.

1. When you look at your calendar, make sure your activities match your top three to four priorities. Write these down.
2. When you review your calendar, write all of your observations. Then, prioritize your observations from most to least significant.

4. _____ on your findings.

1. *What should I do less?*
2. *What should I do more?*
3. The Secret Sauce: *Who should I _____ ?*
4. *What can we do to improve this?*
5. *What do I feel? What do I think? What do I know?*

WORD KEY: Why, Reflect, Share this with

5. Make crucial discoveries.

1. Examples of crucial discoveries I've made from my calendar:
 1. Activity is not _____ .
 2. Growth is not automatic.
 3. Book ends of success: All's well that begins well. All's well that ends well.
 4. Reflection turns experience into _____ .
 5. The fastest doesn't win; it's the person who starts first.
 6. Inspection is the foundation of expectation.

"I have to finish the race if I'm ever going to win it."

— Jimmy Johnson

6. Plan.

"You've got to be able to touch the past before you can deal with the future."

1. *What must be changed?*
2. *What needs more fuel?*
3. *Who do I need help from?*
4. Knowledge doesn't change anything. You have to know and then be willing to make changes.

WORD KEY: Accomplishment, Insight

7. Begin scheduling things.

“A worthless meeting has no game plan in the beginning going in and no accountability coming out.”

And remember: A self-made leader doesn't make much.

John's three types of mentors:

1. People who knew me and knew they made a difference.
2. People who knew me but don't know they made a difference.
3. People who don't know me and don't know they made a difference.

You have to be about finding your own _____ mentors.

Ask: Who has been successful in the area I'd like to grow?

WORD KEY: Intentional

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