The RescueTime 2020 Annual Review Template

This annual review template will help you reflect on the past year and plan for a successful 2021.

Learn more about how to do a personal annual review here:

What went well?

Write down 5–10 specific successes or events you'd like to celebrate from the past year. These can be related to anything you want: personal growth, career progression, learning, health, side projects or hobbies.

Success	Category	Why this matters to me

What didn't go so well?

Now, think about what didn't go so well. These could be growing pains, stumbles, or even just unfortunate trade-offs from shifting priorities.

Disappointments	Category	What went wrong?	How do you feel about it?

What did you learn?

Looking through the above sections, you'll probably see some common threads you can pull on. Try to write at least 5 lessons you've learned over the past year, each with a short description, context, and how you want to apply it moving forward.

Lesson	Context	What are you going to do with this knowledge?

What is your theme for 2021?

Using the lessons and action plans you just wrote down it's time to look to the future and set some high-level expectations of what you'd like to achieve in 2021.

Purpose:
This year, my main focus will be on _____.

Outcomes:
At the end of 2021, I will have accomplished:
   1. *_____*
   2. *_____*
   3. *_____*

Theme:
2021 is the year of _____.

My number one priority for the next 12 months will be to _____.

What are the actionable goals that will help you achieve your priorities?

Define the next 'action step' you're going to take to reach your desired outcomes and priorities for 2021.

Outcome	Category	Action required	Deadline
What do you want to accomplish?	*What category is this goal under?*	*What steps are required to accomplish this goal?*	*When will you ideally complete it?*