



# End-of-Year Review **CHECKLIST**



Reflection is a way to maximize your transition into the New Year and ensure your continued growth and success as a writer. This means acknowledging your achievements, taking care of yourself, organizing writing materials, and beginning the process of creating new goals. Use this checklist to guide you, and use the additional space to write down your realizations, reflections, notes, etc. This End-of-Year Review can be a powerful exercise.


 Can you identify tangible ways you improved? List them here:

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 What were your major accomplishments in 2023? Which pieces or projects made you most proud?

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 Did your work resonate with readers? How do you know?

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 Did you pitch, query, or otherwise move forward toward your next step? Why or why not?

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 What challenges did you face with your writing this year?

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 Were there pieces that were difficult to research or to write? How did you get through that?

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 Can you identify any areas in your writing that you feel require further improvement?

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# ORGANIZATION

**ORGANIZATION IN YOUR CREATIVE LIFE CAN BE INCREDIBLY HELPFUL. LET THIS BE YOUR GUIDE THROUGH THAT PROCESS.**

- Evaluate your workspace - clear out old notes, organize resources, and declutter digital files. Make sure your space is ready and prepared for another year of writing.
- Organize your digital files
  - Delete unneeded files.
  - Clear out your downloads folder.
  - Consolidate and categorize various writing projects, for example, as *completed* or *in progress*.
  - Create a system or protocol for how you save your pieces, assets, and other documents in *Dropbox*, the *Cloud*, *Google*, or whatever service or app you use. This can be tedious, but it is SO worth the time. Organize your physical workspace - having an orderly place to write will open creativity!

✓ Examine your writing routine—did it work for you, or could you be more productive with a different schedule?

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✓ Evaluate your writing tools, software, or apps. Which optimized your efficiency during the writing process? Are you lacking in a tool that could help? Is there something to ditch?

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# IN-DEPTH REVIEW

Take some time to calculate metrics. It can be very satisfying!

**NUMBER  
OF ARTICLES  
WRITTEN**

**PUBLISHED  
WORKS**

**TOTAL  
WORD COUNT**

**REJECTED  
PIECES**



**INCOME GENERATED THROUGH WRITING**

## CELEBRATE!



Come up with a few ways to reward yourself for a job well done!

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