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:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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

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

What challenges did you face with your writing this year?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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

Can you identify any areas in your writing that you feel require further improvement?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Examine your writing routine—did it work for you, or could you be more productive with a different schedule?

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?

Organize 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!
IN-DEPTH REVIEW
Take some time to calculate metrics. It can be very satisfying!

<table>
<thead>
<tr>
<th>NUMBER OF ARTICLES WRITTEN</th>
<th>PUBLISHED WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL WORD COUNT</th>
<th>REJECTED PIECES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$ INCOME GENERATED THROUGH WRITING __________

CELEBRATE!

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

  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________