

## LOOKING BACK ON 2019

*In order to have a successful year, reflecting back on what went well and what didn't provides valuable insights.*

What goals did you achieve? \_\_\_\_\_

What were the things you wanted to do but didn't? \_\_\_\_\_

What's working well? Think about both formal and informal group activities, meetings, gatherings, and initiatives. \_\_\_\_\_

What are your biggest lessons learned from the year? \_\_\_\_\_

## LOOKING AHEAD TO 2020

Identify key goals. On which employee opportunities or challenges will you focus your time and resources?  
Examples include communications, vision-setting, performance recognition, training, etc.

### 2020 Employee Engagement Goals

### Monthly Engagement Plan

Note target activity/message and single point person responsible for completion.

Month	Activity/Message	Person Responsible
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

If all (or most) of these activities are completed, what will success look like at the end of 2020?