



**CREATIVE WORK  
HOUR  
GUIDED MONTHLY REVIEW**

March 2024

**GETTING**

*Centered*

**Free-writing**

How has March turned out for you?

# PART 1

## Reflection

### Information sources to guide your Monthly Review:



#### Calendar:

Review your calendar for scheduled events, appointments, and deadlines.



#### To-Do Lists:

Check your to-do lists to ensure tasks were completed and assess priorities.



#### Photos & Videos:

Log into your iCloud, or Google Photos to view the month at a glance.



#### Journal/Reflections:

Check your to-do lists to ensure tasks were completed and assess priorities.

### Life Areas:



#### Financial Records:

If relevant, check your financial records to track spending and budgeting.



#### Health and Wellness Tracker:

Review any health or fitness records you maintain.

# REFLECTION ON MARCH 2024

**What were the highlights in March, and what made them memorable?**

---

---

---

---

---

---

---

---

---

---

**Reflect on the moments of joy or happiness you experienced in March. What contributed to these emotions?**

---

---

---

---

---

---

---

---

---

---

**How did you nurture or navigate the relationships in your life? What did you learn?**

---

---

---

---

---

---

---

---

---

---

**Were there any unexpected opportunities that arose during the month?  
How did you seize or respond to them?**

---

---

---

---

---

---

---

---

---

---

**What new things have you recently learned and are eager to delve into further?**

---

---

---

---

---

---

---

---

---

---



# REVIEW YOUR PROJECT LIST

Project | Current Progress | Barriers | What's Next?

What were the key projects you worked on in March 2024?

## PROFESSIONAL

<b>Project #1</b>	
<b>Progress</b>	
<b>Met Barriers</b>	
<b>What's Next?</b>	
<b>Project #2</b>	
<b>Progress</b>	
<b>Met Barriers</b>	
<b>What's Next?</b>	
<b>Project #3</b>	
<b>Progress</b>	
<b>Met Barriers</b>	
<b>What's Next?</b>	

## PERSONAL

**Project #1**

**Progress**

**Met Barriers**

**What's Next?**

**Project #2**

**Progress**

**Met Barriers**

**What's Next?**

**Project #3**

**Progress**

**Met Barriers**

**What's Next?**

**Great job! You have finished Part 1 of this session.**

# PART 2

## Planning

You can use the worksheets provided in this booklet to plan and organize your project tasks.

Alternatively, you can use this time to:

### **Suggested activities for Part 2 of Monthly Review.**



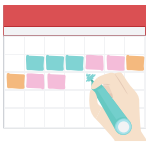
#### **Celebrate your wins!**

Take this time to celebrate your wins, no matter how small from the previous month.



#### **Prioritization**

Identify your top priorities for the upcoming month. What tasks or activities are most important to accomplish? Rank them in order of importance.



#### **Time Blocking**

Review your calendar for the month ahead. Allocate time blocks for different tasks, projects, and commitments to ensure you have time to work on the tasks.



#### **Self-care Planning**

Schedule time for self-care activities and relaxation in the next month. Maintaining balance is critical for long-term success and happiness.



#### **Review your commitments**

Review your existing commitments and obligations for the upcoming month. Are they still align with your 2024 goals?



# PART 2

## Planning

Free-writing

**APRIL 2024**

What would make April 2024 AWESOME?



# GOALS, EXPERIENCES AND COMMITMENTS

**What are your main goals?**

---

---

---

---

---

---

---

---

---

---

**What are your mini goals?**

---

---

---

---

---

---

---

---

---

---

**What experiences would you like to have this month?**

---

---

---

---

---

---

---

---

---

---

**Are there any commitments or promises to yourself for the upcoming month? Why do they matter?**

---

---

---

---

---

---

---

---

---

---

# WEEKLY GOAL BREAKDOWN TEMPLATE

## Week 1

### Project Name

---

### Week 1 Plan

---

### IDENTIFY KEY STEPS FOR WEEK 1

Key Step	Start Date	Date Completed

### Week 1 Review

What went well? What didn't go so well? What do you want to incorporate next week?

# WEEKLY GOAL BREAKDOWN TEMPLATE

## Week 2

### Project Name

---

### Week 2 Plan

---

### IDENTIFY KEY STEPS FOR WEEK 2

Key Step	Start Date	Date Completed

### Week 2 Review

What went well? What didn't go so well? What do you want to incorporate next week?

# WEEKLY GOAL BREAKDOWN TEMPLATE

## Week 3

### Project Name

---

### Week 3 Plan

---

### IDENTIFY KEY STEPS FOR WEEK 3

Key Step	Start Date	Date Completed

### Week 3 Review

What went well? What didn't go so well? What do you want to incorporate next week?

# WEEKLY GOAL BREAKDOWN TEMPLATE

## Week 4

### Project Name

---

### Week 4 Plan

---

### IDENTIFY KEY STEPS FOR WEEK 4

Key Step	Start Date	Date Completed

### Week 3 Review

What went well? What didn't go so well? What do you want to incorporate next week?

# Thank you

Help us improve.  
Share your anonymous feedback here



## Like this session?

[SIGN UP FOR APRIL 2024 SESSION HERE](#)

The screenshot shows a social media post from Luma. On the left, the Luma logo is at the top, followed by the text "Guided Monthly Review featuring Wai Ling Fong" and an "RSVP" button. On the right is a circular graphic with a colorful border (pink, yellow, blue) containing the "CWH" logo and the text "Guided Monthly Review featuring Wai Ling Fong". Below the post, the event title "Guided Monthly Review featuring Wai Ling Fong · Zoom · Luma" is displayed, followed by a description: "Welcome to Creative Work Hour's Monthly Review! A two-hour monthly review to reflect and realign your goals and projects. In the hustle of life, it's easy to lose sight of our goals and...". At the bottom left of the post, there is a small icon and the text "Luma / Apr 28".