



**CREATIVE WORK
HOUR
GUIDED MONTHLY REVIEW**

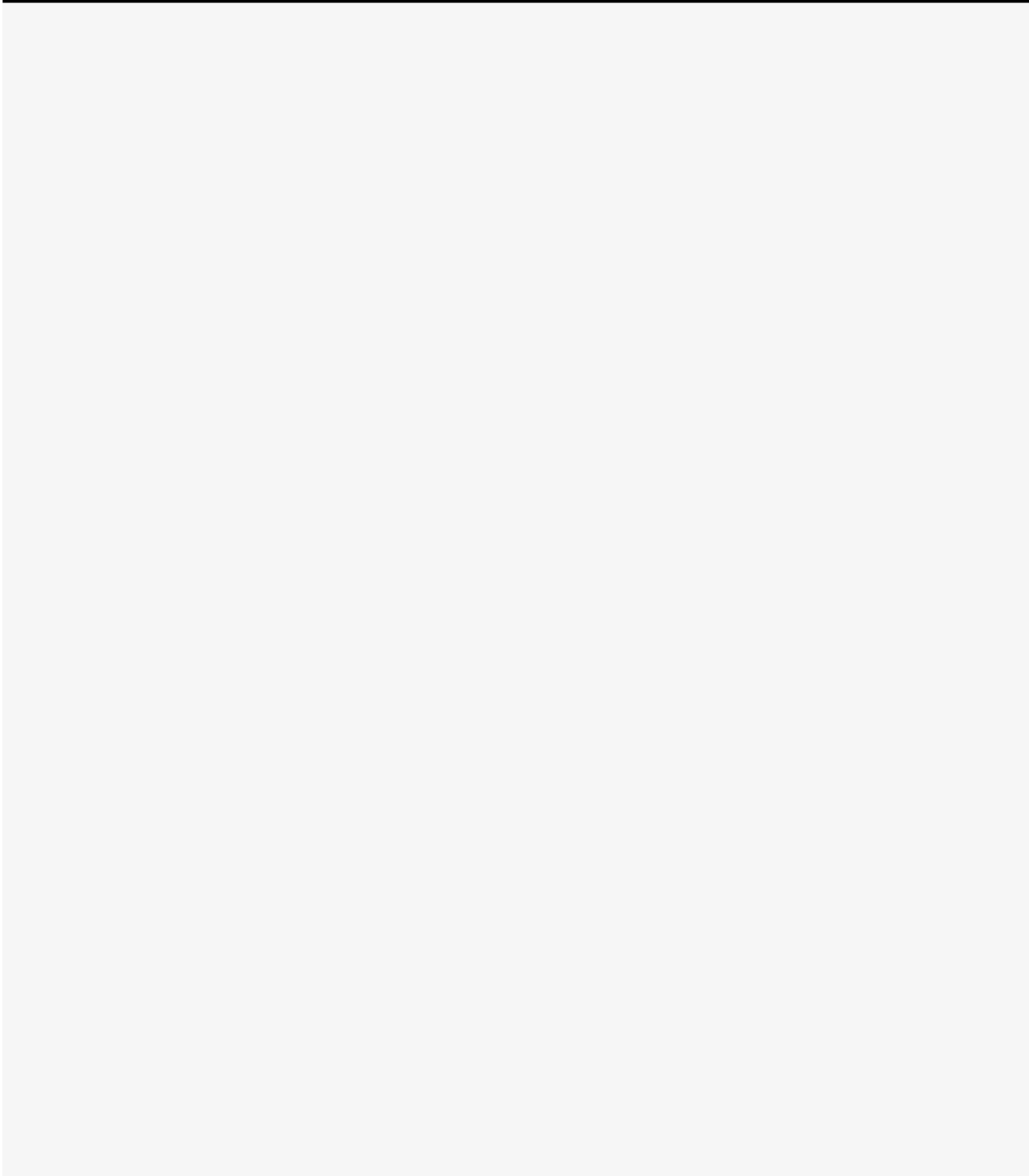
February 2024

GETTING

Centered

Free-writing Activity

How was February 2024 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 FEBRUARY 2024

What were the key events or milestones that occurred in the past month?

What were the most memorable and positive moments of the month?

Who did you meet or connect with personally or professionally? (virtual or in-person)

What lessons did you learn, whether personal or professional?

What activities or experiences brought you joy and happiness?

What new things did you try or explore during the month?

What aspects of your life do you wish you had more time for?

How could you make more time for the activities or pursuits you wish to prioritize?

What are you thankful for in the past month?

Any additional thoughts, insights, or observations from the past month.

REVIEW YOUR PROJECT LIST

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

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

PROFESSIONAL

Project #1	
Progress	
Met Barriers	
What's Next?	
Project #2	
Progress	
Met Barriers	
What's Next?	
Project #3	
Progress	
Met Barriers	
What's Next?	

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.



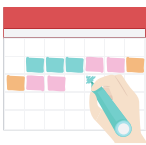
Celebrate your wins!

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?

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 4 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



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