



New Year Clarity & Intention Worksheet

Created by Peggy Vasquez

A reflective tool to slow down, get centered, and move forward with intention.

How to Use This Worksheet

This is not a checklist, and it's not meant to be rushed.

You can complete it in one sitting or return to it over several days.
Answer honestly. There are no right or wrong responses—only clarity.

If possible, give yourself:

- 20–30 quiet minutes
- No multitasking
- Permission to reflect without fixing anything

Part 1: Grounding Where You Are

Before looking ahead, take a moment to acknowledge where you are right now.

1. When you think about the past few months, what words best describe how you've been feeling at work?

2. What has been taking the most energy from you lately?



3. What has been giving you energy—or moments of satisfaction?

Part 2: What Still Fits (and What Doesn't)

Growth often begins by noticing what no longer aligns.

4. In your role or daily responsibilities, what still feels like a good fit for you?

5. What feels heavier, harder, or more misaligned than it used to?

6. If nothing changed this year, what would start to feel unsustainable?



Part 3: Defining Success — For You

Success looks different in every season. This is about your definition.

7. When you imagine a successful year, not a perfect one, what does that look like for you?

8. What do you want more of this year?

(Examples: clarity, confidence, balance, visibility, learning, calm)

9. What are you ready to release or do less of?

Part 4: Creating Space

Clarity often requires space—not more effort.

10. Where in your work or life do you need more space to think, breathe, or reset?

11. What boundary, adjustment, or small shift could help create that space?



Part 5: One Intentional Choice

You don't need a long list. One intentional choice can change a lot.

12. What is one decision, habit, or focus that would help you feel more grounded and confident this year?

**13. What support would help you follow through on this?
(Time, conversation, coaching, tools, encouragement)**

Reflection & Commitment

Take a moment to look back at your responses.

14. What stood out to you most as you completed this worksheet?

**15. Complete this sentence:
This year, I'm choosing to be more intentional about...**

A Final Note

You don't need to have everything figured out.

Clarity is not about certainty—it's about alignment.

Return to this worksheet any time you feel pulled in too many directions. Sometimes the most powerful next step is simply pausing and asking better questions.