**Individual Annual Reflection and Review**

* **Saranya**

We usually reflect on the year at the end of the year with an Annual review. The Annual review I look at different actions I took during that year for the growth of myself and the team. I expected the same questions like last year of 2021 [would it have mattered?], but this time the questions were different [in what way did you see the questions different?]. The format helped me reflect and see my progress and accomplishment deeper. I am able to assess myself by answering those questions. This annual review helped me to notice what I need to work on next year and gave clarity in what I can take up for next year [work on next year and take on next year appear to be the same…something needs to be added]. I noticed that even if I do not initiate a new program I can be part of the supporting an initiative which makes me feel accomplished as a person who supported risk takers. It helped clarify what do I need to put in place to be at my fullest potential [a word or two here would be helpful for the reader]. I am able to see myself growing gradually.

I felt that this format was very valuable and I am sharing this here so you also have a great reflective year forward.

Annual Review for 2022

Looking back at the last year, where I am, what I/we accomplished, where can I/we do next.

Name:

Date of Joining C3SLD/STEM land:

There are 5 sections

1. Integrity
2. Accountability to responsibility
3. Learning/Growth
4. Feedback for me
5. Summary

Some of the questions just need a numbers/rating other require more details. Please fill carefully.

Collaborate with others especially regarding learning section. Please look up Aura Auro website if it helps you recollect all that happened.

### Integrity

Rate the statement above on a scale on 1 to 5 :

1 – rarely, 2 – occasionally, 3 – frequently, 4 – mostly, 5 – almost always

I. Ground Rules:

1) Respect: I come when I am expected. I come on time at 7:45 a.m./8:00 a.m. I spend concentrated time when I am at work fully present and renegotiate with care for others and the impact I want to see in the world. I take time off for my growth and document how I grew through that to support others. I have reduced things that I have to do. I have a good routine of waking up early, meditation, exercise that takes care of my health and I am rarely sick.

I extend this respect to other things like responding to emails on time. Taking minutes of meetings and ensuring that the communication.

I am able to explain the purpose of the first ground rule as respect to new people and I know ways of reminding them when they forget.

I create lesson plans and get feedback, I fill out teachers notes in time, I read the notes related to me and the notes for others where I can add value. I respond promptly to communication given to me.

In **Response** use a scale on 1 to 5 using the below:

1 – rarely, 2 – occasionally, 3 – frequently, 4 – mostly, 5 – almost always

In **Describe** write

1) I do what I say. You can count on me that if I say something it will be done and it will be done on time.

**Response:**

2) I deliver on the plan and timelines I state:

2) I use committed requests and responses effectively. If I get requests that are not committed requests, I seek clarity and convert them to committed requests and understand the timelines for my projects

**Response:**

2 b) When I renegotiate I do it with care for others

**Response:**

2 c) My teachers notes are up-to-date on time and I respond to questions and implement feedback.

**Response:**

2 d) When I use integrity lens I notice my gap and make a commitment to myself that I will narrow this gap.

**Response:**

2) Inclusion: I understand that I work with a multi-cultural environment and I speak only in English at work/lunch and other interactions with my peers and also use this opportunity to be a global citizen.

I understand that for the children to be included in society they need to have good English and I am conscious about this and speak to them in English and when necessary, I am bilingual.

I understand that without inclusion and diversity we will not address ISMs and C3SLD will become a place of high-tech employment making us a larger part of the problem than the solution. I am constantly looking at how we can add diversity, be it encouraging women to be part of C3SLD or the Shifu program, encouraging students to join the BVOC program, etc.

2 a) I look for congruence between my actions, strategies, goals, purpose. When did I notice I was in congruence? What gaps did I notice and how did I fill them?

**Describe:**

2 b) I speak up for what I care about. Tracking outputs/outcomes, recording narratives to create system/cultural shift and paradigm changes. I understand that no one will know what we do unless we take an effort to document it. I understand that people including those in the government have seen our website and benefited from it and presented it to the national committee at NEP.

2.b.1) I maintain a blog a week either by myself or by collaborating with others. Number of blogs last year:

**Response**: \_\_/52

2.b.2) I look at how I can use social media to create the changes I wish to see and use other medium.

**Response:**

2.b.3) Number of research publications last year:

**Response**:

2.b.4) I speak up responsibly when I see something not done right. I bring up breakdowns at team meetings and help create breakthroughs

**Response:**

2.b.5) What breakdowns did I convert to breakthroughs with my team this year.

**Describe:**

3) Courage to Create alternatives: Life happens to me or life comes from me. I am the change I wish to see in the world. I understand that I need to create the world I want to see. I create new initiatives that help with people being their full potential be it a hourly meditation session together, a vegetable garden, interaction with young teachers to help them teach differently, doing courses online for learning to be a better teacher, offering tech sessions, finding talks that will inspire people. I constantly think of how my workspace can be a place of growth for everyone.

I understand that coming up with new ideas and implementing them is being a risktaker and take initiative to support new initiatives of others e.g. STEM land birthday, RTL with children, BVOC program, Shifuians presentations, etc.

3.a.1) I have a life enhancing schedule to lead a happy, peaceful and full potential life - I meditate, exercise, keep a healthy schedule. I take up new habits that are useful for me like reading, journaling and reject unhealthy habits like spending time on social media, watching videos, etc.

**Response:**

3.a.2) I have meaningful conversations of growth with my family and have developed a relationship of honesty.

**Response:**

3.a.3) I use the weekly updates as an opportunity to look at my accomplishments over the week.

**Response:**

3.a.4) I look for opportunities where I can deepen conversation and learn more about the purpose of my life.

**Response:**

3.a.5) I am able to inspire myself to be better than what I am and use interactions with volunteers, co-workers, Shifuians, people who visited us, people met at workshops, conferences, resource people

**Response:**

3.a.6) When I feel uncomfortable I see how I can grow from this experience

**Response:**

3.a.7) One incident that helped me feel close to this purpose in life

**Response:**

3.a.8) I see alignment in the purpose of my life with the purpose of C3SLD?

**Response:**

3.b.1) Initiatives I started this year that will make us better technically or better teachers

**Describe:**

3.b.2) Initiatives I started that make people we work with in SL better in skills

**Describe:**

3.b.3) Initiatives I started that will make us interrupt ISMs

**Describe:**

3.b.4) Initiatives I started that will make us aligned with our stand.

**Describe:**

3.b.5) Initiatives I supported this year that will make us better technically or better teachers

**Describe:**

3.b.6) Initiatives I supported that will make C3SLD/SL better in skills

**Describe:**

3.b.7) Initiatives I supported that will make us interrupt ISMs

**Describe:**

3.b.8) Initiatives I supported us be more aligned with our stand.

**Describe:**

3.b.9) What initiatives can I/we create next year? Which of these would I like to lead or be a part of?

**Describe:**

### Summary: What did I learn about my integrity/wholeness being part of C3SLD/SL?

### Describe:

### Learning/Growth

1) List the opportunities of learning I used last year (include conferences, workshops, in house workshops and trainings). Mark: Skills, Competency, Inner Capacity and also if you would like to be part of it next year.

**Describe:**

2) List the opportunities I would have liked to use, but couldn’t due to competing commitments and would like to organize better next year.

**Describe:**

3) Summary: What insights do I have about my learning and growth at C3SL/SL?

**Describe:**

### Deliverables/Outputs/Outcomes

1) What did I achieve last year? Achievements are visible outside e.g. projects delivered, classes taken, papers presented, workshops/talks given.

**Describe:**

2 a) I notice that I could be more effective or efficient.

**Response:**

2 b) What helps me be effective or efficient (e.g. have a conversation with others, ask someone to break down the task for me and put timelines, break down the task and put timelines, put aside uninterrupted time for a task, take a break and meditate for 10 minutes, take a walk, play sports, be with children)?

**Response:**

2 c) What do I need to learn to be more effective?

**Response:**

2 d) What training programs and in what format can we have that will make me more effective.

**Response:**

3) What did I accomplish last year? Things that are not externally visible, but I feel accomplished.

**Describe:**

4 a) I feel accomplished when I work with children.

1. **Response:**

4 b) I feel I need to be more effective when I work with children.

1. **Response:**

4 c) One incident with children/work that helped me feel accomplished.

**Describe:**

5) What am I grateful for last year?

**Describe:**

6) Summary: What did I learn about my effectiveness, efficiency with delivering outputs

**Describe:**

### Feedback for me

1. What did you see me do that you would like me to do more or retain?

**Describe:**

1. What did you see me do that you would like me to reduce?

**Describe:**

1. What should I increase?

**Describe:**

1. How should I spend my time with you?

**Describe:**

1. Other suggestions on what I can do to make C3SLD/SL more effective.

### Summary

Based on the above summaries collate or synthesize a summary for C3SLD as an organization that we can share with SAIIER and others.

**Describe:**