

PREPARING FOR YOUR ANNUAL REVIEW

For Working Mums Getting Ready to Showcase Their Impact



This checklist is your practical blueprint for preparing for an annual review with clarity and confidence. Gather evidence of your impact, reflect on challenges and growth, and use the conversation to agree meaningful priorities and support for the year ahead.

1 Step 1: THE REALITY CHECK

Review your goals, responsibilities, key projects, and what you delivered in the past year.

List 3–5 accomplishments with evidence: numbers, deadlines, quality, feedback, or outcomes.

1 2 3 4 5

Capture changed priorities, milestones, and the work behind your results.

1 2 3 4 5

Identify where your work has contributed to the organisations strategic goals or the bottom line.

1 2 3 4 5

Record challenges, solutions, lessons learned, and how you adapted when plans changed.

1 2 3 4 5

2 Step 2: CAPTURE YOUR IMPACT

List 3–5 accomplishments with specific evidence and business outcomes.

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3 Step 3: TELL THE FULL STORY

Share challenges navigated, problems solved, lessons learned, and how you adapted.

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4 Step 4: HIGHLIGHT YOUR STRENGTHS

Use concrete examples of collaboration, ownership, leadership, communication, and delivery.

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5 Step 5: IDENTIFY YOUR GROWTH AREAS

Choose 1–2 skills to develop and define goals, support, resources, or opportunities.

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6 Step 6: ASK FOR USEFUL FEEDBACK

Ask what to keep doing, where to improve, and how your contribution is being seen.

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7 Step 7: SET YOUR PRIORITIES

Agree priorities, success measures, development goals, and support for sustainable progress.

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You've done more than you think. Now make your impact visible.