



Connecting people to purpose

December Leadership Reflection Worksheet

Recharge Your Energy. Reset Your Leadership Focus. Prepare for the Year Ahead.

This worksheet is designed to help leaders use the December break to pause, reflect, and intentionally prepare for the next calendar year.

How to Use This Worksheet

December is one of the few times in the year when leaders can slow down without guilt. Use this reflection as a quiet check-in rather than a performance review. You can complete it in one sitting or return to it over a few days while you rest and recharge.

This is a space for honesty, clarity, and intention.

Section 1: Recharging and Reconnecting With Purpose

1. Purpose Reflection

As you step away from daily pressures, what reminds you why your leadership role matters?

2. Meaning Check

Which moments this year felt most aligned with your values and sense of purpose?

Section 2: Self-Reflection and Awareness

3. Emotional and Mental State

As the year comes to an end, how would you describe your overall emotional and mental state?

- ☐ Calm and grounded
- ☐ Tired but satisfied
- ☐ Mentally stretched
- ☐ Emotionally depleted

What contributed most to this?

4. Energy Recharge

What helped you recharge your energy this year, and what drained it most?

Restored my energy:

Drained my energy:

Section 3: Ownership and Control (MTQ+ Control)

5. Personal Ownership

Where did you take full ownership this year, and where did you give control away to circumstances, systems, or others?

6. Response to Pressure

When pressure increased this year, how did you typically respond?

- ☐ Stayed calm and deliberate
- ☐ Pushed harder without reflection
- ☐ Became reactive or impatient
- ☐ Avoided difficult conversations

What response would you like to strengthen next year?

Section 4: Commitment and Focus (MTQ+ Commitment)

7. Leadership Priorities

Which leadership behaviours or commitments truly mattered most this year?

Which of these do you want to protect as non-negotiable in the year ahead?

8. Follow-Through Reflection

Where did you stay committed even when things became uncomfortable, and where did you disengage?

Section 5: Challenge, Confidence, and Learning (MTQ+ Challenge & Confidence)

9. Learning From Challenge

What was your most significant leadership challenge this year, and what did it develop in you?

10. Confidence Anchors

What strengths, skills, or experiences can you draw on more confidently going forward?

Section 6: Support for Growth and Development

11. Development Support Reflection

Leadership growth does not happen in isolation. What support will best help you continue developing next year?

- ☐ Coaching
- ☐ Mentoring
- ☐ Feedback from others
- ☐ Learning or development programmes
- ☐ Protected time for reflection
- ☐ Other:

What support will you intentionally put in place?

Section 7: Resetting for the Year Ahead

12. Leadership Focus for the New Year

What is the one leadership capability or mindset you want to strengthen in the coming year?

13. Personal Commitment Statement

Complete the sentence below:

In the year ahead, I commit to leading with greater purpose, awareness, and mental toughness by...

Closing Reflection

December is not only a time to rest. It is a time to reset. When leaders take time to recharge their energy and reflect intentionally, they enter the new year more grounded, focused, and capable of leading others through uncertainty.

About This Tool

This worksheet is informed by the MTQ+ Mental Toughness framework developed by Professor Peter Clough and Doug Strycharczyk, and forms part of Esterhuizen Consulting & Coaching's purpose-led leadership development approach.

