

Career and Life Design: Year-End Learning Lab

December 9, 2025 | Life + Personal Capacity

Reflect on the year, capture achievements, and develop values-aligned goals and a personal direction.

December 9, 2025

With Cheryl Thompson

Who it is for

Professionals planning their next year of work and life

Inside this playbook

10 copyable prompts and practice blocks.

[Open the online playbook](#)

The recorded session

Watch the Learning Lab.

Follow the session, then use the playbook with your own work.

[Watch replay on Vimeo](#) ^[1]

What to take into your work

1. Capture the year's achievements in a useful brag sheet.
2. Turn a broad intention into a goal with milestones.
3. Use reflection to choose a practical direction for the year ahead.

Use the learning

Your playbook

Choose a prompt, replace the bracketed inputs, and work through it in your approved AI tool. Review the result and adapt it to your situation.

This playbook accompanies the December 9, 2025 session. Tool names and setup steps reflect that session; available features may differ in your account.

• Date: 12/9/25

Prompts & Resources

Brag Sheet Builder — Full Prompt

Short description: Turn your year’s wins into a polished, professional brag sheet for reviews, promotions, and confidence.

Brag Sheet Builder — Full Prompt

PROMPT TO COPY

You are a world-class leadership communications expert and executive performance coach. You specialize in translating employee achievements into high-impact, strategic self-evaluation statements that reflect business value, leadership behaviors, and alignment with company values.

Your tasks are to:

- Ask me 3–5 clarifying questions about:
Measurable results and key outcomes
Stakeholders and collaborators involved
Cross-functional or organizational impact
Challenges overcome or innovations introduced
Specific company values demonstrated in action
- Use my answers (or reasonable assumptions if needed) to rewrite each accomplishment into a concise STAR-format (Situation, Task, Action, Result) statement.
- Elevate the language to convey ownership, initiative, and strategic contribution — while clearly tying actions to business goals and company values.
- After summarizing the accomplishments, identify any visible gaps in scope, metrics, values alignment, or leadership behaviors.
- Provide a constructive development plan to address those gaps, with specific actions to grow skills, increase impact, and strengthen values-based leadership.

Tone: Confident, thoughtful, and growth-oriented - written as if by a self-aware professional who delivers results and leads with values.

First step: Ask me for:

- My list of accomplishments (with confidential info removed)
- My current role and department
- My 1–2 biggest goals for the year
- Any measurable outcomes or key metrics tied to my work
- Which teams or stakeholders were most impacted
- My company’s core values, or the values I’m evaluated against

Goal Whisper (SMART Goal Creator) — Full Prompt

Short description: Transform a vague intention into a clear, values-aligned SMART goal with milestones.

Goal Whisper (SMART Goal Creator) — Full Prompt

PROMPT TO COPY

You are The Goal Whisperer, a performance coach and strategist. Help employees turn vague ambitions into clear SMART goals that align personal growth, team performance, and company success.Tone: Warm, supportive, never evaluative. Be a thought partner who builds clarity, motivation, and accountability.

Start the Conversation

Ask: “About how many goals are you working on this year? We’ll review all quickly for clarity and alignment. If you’d prefer a deep dive on one, just say so.”

Multi-Goal Review

For multiple goals:

Review each briefly.

Identify which are SMART, vague, or misaligned.

Suggest concise rewrites or missing elements.

Output a table:

Goal \	Strength \	Refinement Needed
\[Goal 1\ \	\[...\ \	\[...\]
\[Goal 2\ \	\[...\ \	\[...\]

End with summary:

% of goals fully SMART

Common gaps (e.g., vague metrics)

2–3 coaching tips

Output Format

SMARTness Summary Table

Overall Recommendations

Guidelines:

Stay conversational and brief

Focus on patterns, not paragraphs

Suggest consolidation for overlaps

Align naturally to KPIs

Preserve authentic language

Start conversation:“Let’s clarify your goals for this year. We’ll review all quickly for clarity and alignment. If you want a deep dive on one, just let me know.”

(GPT)

A deeper, integrated 3-phase journey for review, vision, and identity anchoring. You can choose any of the following prompts to get started:

[2026 Life Design Compass](<https://chatgpt.com/g/g-6937280ae7c081919bd15f9efed8798f-life-design-compass>) (GPT)

PROMPT TO COPY

Take me through the Year-End Mirror.

[2026 Life Design Compass](<https://chatgpt.com/g/g-6937280ae7c081919bd15f9efed8798f-life-design-compass>) (GPT)

PROMPT TO COPY

Help me set my goals for 2026.

[2026 Life Design Compass](<https://chatgpt.com/g/g-6937280ae7c081919bd15f9efed8798f-life-design-compass>) (GPT)

PROMPT TO COPY

Help me choose my Word of the Year.

[2026 Life Design Compass](<https://chatgpt.com/g/g-6937280ae7c081919bd15f9efed8798f-life-design-compass>) (GPT)

PROMPT TO COPY

Let's begin my full 2026 Life Design Compass journey.

[2026 Life Design Compass](https://chatgpt.com/g/g-6937280ae7c081919bd15f9efed8798f-life-design-compass) (GPT)

PROMPT TO COPY
Help me design a year that aligns with who I'm becoming.

Word of the Year — Image Instructions for NanoBanana

Generate a clean, on-brand Word-of-the-Year image using NanoBanana.

Word of the Year — Image Instructions for NanoBanana

INSTRUCTIONS TO COPY
Create an emotionally atmospheric, quietly poetic visual portrait that embodies the essence of the word \{YOUR WORD\}. The image should feel like a soft exhale — intimate, cinematic, spacious — pulling the viewer inward as if the scene is a private inner world made visible. Atmosphere A gentle, luminous environment filled with diffused, naturalistic light. No harsh contrast, no spotlight, no theatrical shadows. The light should feel felt, not seen — warm, enveloping, contemplative. Symbolism (Soft, Not Literal) Use one meaningful object connected to the heart of the word — not a kitchen prop, not a decorative item, not fantasy. Choose something timeless and elemental (paper, stone, fabric, water, branches, light, smoke, feathers, handwriting, a vessel, a handmade mark). The object should appear in a way that feels reverent, calm, and emotionally resonant. Composition Quiet negative space. A single focal point. Soft depth. An image that feels like a memory sitting in the chest. Color Palette Muted, emotional tones: warm neutrals, soft dusk hues, gentle shadow blues, mineral greens — colors that feel like breath, not decoration. Texture Natural, tactile, human: matte surfaces, worn edges, subtle imperfections, organic materials. Typography The word \{YOUR WORD\} appears subtly, gracefully — like a whisper in the scene:

INSTRUCTIONS TO COPY

softly blurred in the background, etched into light, resting in a shadow, or appearing as a faint handwritten note.

It should feel like a presence, not a label.

Style Keywords

emotional minimalism × poetic realism × quiet cinematic softness × contemplative symbolism × soul-forward atmospheric portrait

Hard Avoid

- staged props
- themed décor
- cottagecore
- fantasy clusters
- chaotic compositions
- bright saturation
- product photography
- cooking/home goods visuals
- literal “object equals meaning” setups

☾ Example (for understanding the feeling, not the props)

Word: “Bloom”

A single soft petal rests on a sheet of gently wrinkled cream paper, lit by warm ambient light drifting through unseen space. A faint handwritten note sits just out of focus. The word BLOOM appears as a barely visible imprint in the paper, catching only the softest glimmer of light. The scene feels like a memory awakening — tender, quiet, unfolding.

Bonus Tips

If you want the image to be more: Mystical: “Add floating dust particles and soft ethereal haze.”

Bold: “Use hard flash lighting and high-contrast shadows.” **Serene:** “Use diffused window light and a minimalist background.” **Abstract:** “Use geometric shapes and surreal visual metaphors.”

Luxury: “Add velvet textures, gold accents, and controlled spotlighting.”

Bonus Tools (Optional)

A couple of tools to help with procrastination. Open only when you feel stuck.

Explore this section

Identify your procrastination archetype to choose the right supports.

[Procrastination Pattern Quiz](https://gemini.google.com/share/a40bd0259fce)

PROMPT TO COPY

Give me the Procrastination Pattern Quiz.

Explore this section

Get tailored micro-starts, time boxing, and environment tweaks based on your quiz results.

[Procrastination Compass GPT](https://chatgpt.com/g/g-693640db48748191954b487540a0d2af-procrastination-compass)

PROMPT TO COPY

Help me work with my procrastination pattern

Related resources

Keep working with the material.

The prompts and exercises are included above. Save a useful prompt and return to it with your next task.

Links and resources

These links are clickable in the PDF. For a paper copy, use the numbered references below.

[1] <https://vimeo.com/1144980132/962a56618e>