

## I. New Year Reflection Letter Outline

- A. Introduction Paragraph – write a brief introduction wishing yourself a happy new year! You may write in the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> person – whatever feels natural.
- B. Body Paragraph 1 – reflect on the major events, both good and bad, of 2011. What really stands out to you? Why are they important? (6 – 8 sentences minimum)
- C. Body Paragraph 2 – reflect on 2011 at Tech. What are some positives for the year, classes or projects or activities that have gone well? What are some negatives, things that could have gone much better? (6 – 8 sentences minimum)
- D. Body Paragraph 3 – what is your vision for 2012? What kind of person do you want to be this year? Why? What do you desire to accomplish this year? Why? (6 – 8 sentences minimum)
- E. Body Paragraph 4 – what is your action plan to make your vision a reality? Remember, desire is not enough for success! *Action* is a must. Aristotle said, “The beginning is the hardest part of the work.” What decisions do you need to make now, at the beginning of 2012? (6 – 8 sentences minimum)
- F. Closing Paragraph – wish yourself a healthy and prosperous 2012. Give yourself at least one key piece of advice.