



IT'S THAT TIME AGAIN!

ABC'S for Your Year End Pause

1 Print this out!

Read & write through it from front to back for your self or group-led year end pause.

2 Treat this as your year end pause in written form.

Journal, envision, reflect and harness your insights. Consider it a tool for pausing and return to as your next year progresses.

3 Set aside 60-90 minutes to complete this end of year pause.

More details on set up are on page 3.

4 Have fun with it!

Treat this like a sacred ritual and document. Invite a friend or host a group to join you. Sharing is caring!

5 Stay connected & share

what you got out of it on the Pause Facebook community Be the Pause (fb.com/groups/bethepause).

POWER OF PAUSE

IT'S THAT TIME AGAIN!

**ABC'S for Your
Year End Pause**

www.rachaelomeara.com



KNOW YOUR **ABC'S** FOR YOUR **YEAR END PAUSE**

As another year winds down, it's a prompt to pause, reflect and process. Most of us don't give ourselves the luxury of reflecting on all that happened, let alone think about what we envision for next year.

*We learn from our past,
and can also create
what we want out of
intention and vision.*

This year give yourself permission to pause and harvest from this year as you envision your year ahead.

Set aside about an hour for the activity, including time to set up your pause space, write and experience the tracking back pause. You can also gather a tribe of close friends to convene for an evening of connection and reflection and treat it as a time to connect with yourself and others that are important in your life. If you can't meet in person, do it over video using Google Hangouts, Skype, or Zoom. **ProTip: Ritualize your Year End Pause** – make a commitment to revisit this practice once a year, or even quarterly.

THE SETUP

(10 Minutes)

- 1 Find a comfortable space with your journal, notepad, or sketch book and something to write with. Get as creative as you want.
- 2 Set up your space to inhabit your pause.
 - This may include setting up a mini altar for your year – complete with a candle, one or two objects of significance, and/or a photo that inspires you.
 - Light your candle, put on a playlist that inspires you, and wear your favorite attire. Pour yourself a favorite cup of tea or cozy up in your favorite blanket and get comfortable.



Rituals Performed - *what do you want to ritualize for next time?*



I. TRACKING BACK PAUSE

(15 Minutes)

- **Close your eyes** and take ten deep breaths. Count each breath and allow yourself to settle into your space.
- What **feelings** are coming up inside? Name a few and invite all that you are experiencing to be with you in this experience.
- **Continue to breathe** and settle in as you imagine your feet being pulled into the Earth below – and sink in. **Connect to the ground.** Sink down past the dirt and stone to the Earth's iron core. You are rooted there as you take in your physical space and presence, continuing to be one with mother nature. Allow what you are hearing, feeling, and being to be with you.
- Observe time **slowing down.** Feel more **present.**
- Continue to breathe. State today's date out loud and read your purpose on the previous page.
- **Track back month by month starting with the current month.** What was a high and low light? What are you most proud of? Where are you? What major event occurred and how did you feel? Reflect on this month and summarize your key takeaways using the next page.
- **Take a deep breath and go through each month until January of this year.** Spend 1-2 minutes reflecting per month as you continue to track back and capture your notes as they bubble up. Pause and see what shows up strongest (emotions, milestones, meetings) and capture those on paper.
- Journal and reflect back on what came up for you through for this current year using the next page.

I. TRACKING BACK PAUSE

Month	Notes
Example Month	<ul style="list-style-type: none"> • <i>I got an exceeds expectations at work and took more ownership in my day to day responsibilities.</i> • <i>I invested in myself and started Thrive Lead and Succeed</i> • <i>I realized I need to work on my relationship and admit new levels of truth to myself.</i> • <i>I went to Hawaii and worked on my business</i> • <i>I swam with dolphins and trusted that abundance is with me.</i>
December	
November	
October	
September	
August	
July	



I. TRACKING BACK PAUSE

Month	Notes
June	
May	
April	
March	
February	
January	

Notes



II. ENDING YEAR REFLECTION PAUSE

(10 Minutes)

Read questions and reflect for one minute.

Then journal your responses on next page:

- What are you most grateful for this year?
- What lessons were the most important for you?
- What are you bringing closure to in this year? What or who are you saying good bye to?
- What are you celebrating and most proud of this year?
- What do you want more of next year?



II. ENDING YEAR REFLECTION PAUSE

What are you most **grateful** for this year?

What **lessons** were the most important for you?

What are you **bringing closure** to in this year? What or who are you **saying good bye** to?

What are you **celebrating** and most **proud** of this year?

What do you **want more** of next year?

Take a deep breath and stretch! Move your body and allow yourself to say goodbye to this year. You can even say it out loud.

III. BEGINNING YOUR YEAR END PAUSE: USING THE ABC'S



Breathe and think about the coming year ahead.

Invite what lies ahead to join you as you tap in to your inner wisdom, creative power and expand into thinking about what's possible for the future year in front of you.

Use the following pages to journal your thoughts. Allow yourself to keep flowing, and avoid editing your thoughts and what you write as much as possible.

A

Accomplishments (the DOING)

(5 minutes)

Read questions and reflect for one minute.

Then journal your responses on next page:

- 1** What are you excited to do and accomplish in the year ahead? Think big and remember, no editing your thoughts – all is ok to want and strive for.
- 2** What are your top three priorities in what you want to do?
- 3** What can you do to get there? Name the next action step for each accomplishment.



III. BEGINNING YEAR PAUSE

A: ACCOMPLISHMENTS

What are you **excited** to do and **accomplish** in the year ahead? Think big and remember, no editing your thoughts – all is ok to want and strive for.

What are your top **three priorities** in what you want to do?

What can you do to get there? Name the **next action step** for each accomplishment.

B

Being (the BEING)

(5 minutes)

Read questions and reflect for one minute.

Then journal your responses on next page:

- 1** How do you want to BE in service to your doing and accomplishments? Write down in present tense how you expect to feel and be as a result of what your accomplishments (doing) are. Allow yourself to flow and write down anything that comes to mind. This can include how you feel, your state of mind, your attitude, time you spend NOT accomplishing (refreshing and renewing, self-care acts).
- 2** What types of pauses will serve your being and how will you incorporate them?



C

Challenge & Creation

(5 minutes)

***Read questions and reflect for one minute.
Then journal your responses on next page:***

- 1** What do you foresee as your top 1-2 challenges in the year ahead and what is your plan to counter them?
- 2** What are you creating as a vision for yourself? This can be a single sentence, first person present tense that can serve as your guidepost in any moment. (Example: I am a strong empowered woman, I create my own rules, I know I matter, I am an authentic leader of my life, etc).



S

Support

(5 minutes)

***Read questions and reflect for one minute.
Then journal your responses on next page:***

- 1** How do you want to be supported in the year ahead?
- 2** What rules can you create for yourself to ensure you are supported by yourself and others. (e.g. I will reach out once a week to Sarah and share what I need support on and ask her how I can support her).



IV. COMPLETION

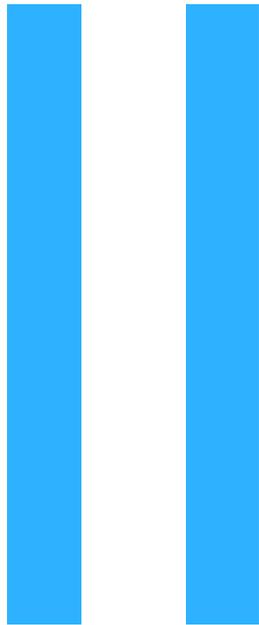
(5 Minutes)

Put down your writing materials and take one more deep breath. Give yourself a hug or high five someone you are pausing with.

Congratulations!

You have just done yourself an incredible service of synthesizing your past year so you can celebrate and harvest your learns, and have stepped into owning your year ahead. Take another deep breath and look down at all of what you have filled out for yourself. Your gift of presence is a big one to yourself that can help you carve a path to what you want for the year ahead, and how to get it. You are taking 100% responsibility for your life, tuning into how you feel about it, and moving ahead.





This **ABC'S End of Year Pause** has hopefully helped you complete your current year in a meaningful way and set the course for what you want to create next year.

As you look ahead to the coming year, use this as your road map to check back in and see what you set out to do.

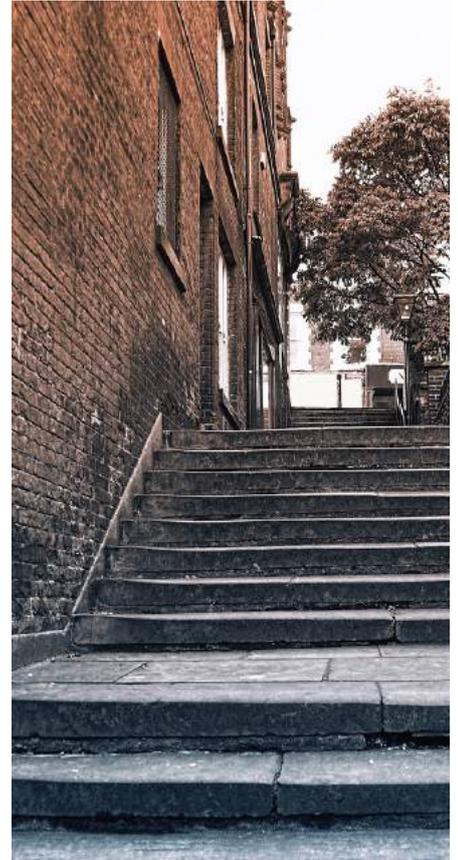
Are you still on the path or have things changed? It's a great way to check in and align with what you are intending to get out of the year ahead – both in **doing** and **being**.

*Remember, we need **doing** and **being** to live our best lives.*



Next Steps

- **For all you high achieving women - join the private Facebook sisterhood “Be the Pause”** to share your experience and BE with like-minded pausers and weekly support for tips, free trainings and webinars.
www.facebook.com/groups/bethepause/
- **Pass on the power of pause.** Invite others you know who could benefit from an End of Year Pause and share this guidebook at www.rachaelomeara.com/abcpause
- **Put your ABC'S in a place you can see them** – Calendar yourself for an ongoing appointment to take them out and pause to reflect on them.
- **Review your vision** ongoing and KISS (Keep It So Simple!)



About Rachael



Rachael O'Meara is a transformation leadership and executive coach who empowers professionals to learn and build the emotional intelligence skills to thrive at work and beyond. Rachael's experience at Google for 13 years in sales and client services helped her have a pulse on what it takes to be a successful and thriving transformational leader. Her book *Pause* was named one of 2017's top business books for your career and was featured in the *New York Times*, *WSJ.com* and on the TEDx stage. She has an MA in Transformational Leadership and Coaching (Wright Graduate University) and is a certified meta-coach for Goleman EI coaching, and an ICF ACC certified coach. She also has an MBA from Fordham University. Rachael lives in San Francisco with her husband and pauses as much as possible to ski, road bike, and BE (which is a lifelong challenge!).