

Company Year-in-Review Planning Template

1. Company Overview

Company Name _____

Year in Review _____

Brief company summary...

2. Key Achievements

List major accomplishments, milestones, and highlights...

3. Metrics at a Glance

- Revenue Growth _____
- Customer/Client Increase _____
- New Products/Services Launched _____
- Other Key Metrics _____

4. Team & Culture

Notable team highlights, hiring, internal initiatives, or culture-building...

5. Challenges Faced

Key challenges and how they were addressed or lessons learned...

6. Looking Forward

- Goals/Objectives for Coming Year _____
- Key Initiatives Planned _____

Key Initiatives Planned

- Areas of Focus

7. Notes & Additional Comments

Other important observations or thoughts...