No. 131

AI LITERACY SERIES · THE METHOD

Your Year Reviewed

Look back on the year, draw the right lessons from it and set a clear course for the next, with AI as mirror and copilot.

Ten prompts to gather your year, understand its lessons, sort what stays and what changes, then set honest goals and a plan that holds.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

As 2026 draws to a close, AI makes an excellent mirror: it helps you reread your notes, spot what you achieved and put words on a whole year in minutes. But the review stays yours: AI structures and asks, it does not decide for you what mattered. Three cues before you start.

1. **AI helps you see, not judge.**
   It sorts your memories and asks the right questions, but you are the one who knows what truly counted. Keep the last word on your own year.

2. **An honest review is not a harsh one.**
   Noting your misses without punishing yourself, owning your progress without kidding yourself: that balance is what makes you want to go on, not a list of blame.

3. **Your notes beat your memory.**
   Memory keeps mostly the most recent and the most intense. Calendar, photos, messages and journals hold the rest: gather them before you conclude.

Good reflex: block a quiet hour, a notebook beside you, and treat this review as an appointment with yourself, not one more chore.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Gather the year's material, understand its lessons, sort what stays and what changes, set a direction and honest goals, then plan the first steps, to close one year and open the next with clarity.

1 **Gather**
01 The Year's Material · 02 The Standout Moments

2 **Understand**
03 The Lessons Drawn · 04 The Progress Measured

3 **Sort**
05 What Stays · 06 What Changes

4 **Set**
07 The Year's Direction · 08 The Right Goals

5 **Plan**
09 The First Quarter · 10 The Monthly Check-in

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · GATHER

The Year's Material

PROMPT TO COPY

```
Role: you are a coach who helps people review their year.
Context: I want to review [the year], across [personal
life, work, projects, health, relationships].
Task: help me gather the material before judging anything.
Format: a list of simple questions, one at a time, to draw
out what I did, lived and learned, area by area. Wait for
my answer before the next one.
```

WHAT YOU GET

An honest picture of your year, out of your head and down on paper. You can only review what you first wrote down.

PROMPT 02 · GATHER

The Standout Moments

PROMPT TO COPY

```
Role: you are an attentive biographer.
Context: here are my notes on the year: [paste what you gathered].
Task: help me spot the moments that truly count.
Format: the 5 high points and the 3 hard moments, each in one sentence, and what they reveal about what matters to me. Stay factual, do not judge me.
```

WHAT YOU GET

Your markers for the year, the highs and the lows. Standout moments often tell you where to put your energy next year.

PROMPT 03 · UNDERSTAND

The Lessons Drawn

PROMPT TO COPY

```
Role: you are a kind and candid mentor.
Context: here are my high points and hard moments: [paste them].
Task: help me draw useful lessons from them, not reproaches.
Format: 3 to 5 lessons framed as takeaways for what comes next, no guilt, each with one concrete action it suggests.
```

WHAT YOU GET

Your experiences turned into reusable lessons. A good lesson looks ahead, it does not punish the past.

PROMPT 04 · UNDERSTAND

The Progress Measured

PROMPT TO COPY

```
Role: you are an objective observer.
Context: at the start of the year I aimed for [my goals or intentions], here is where I am: [the real state].
Task: measure honestly how far I have come.
Format: for each goal: reached, partly, or not started, the likely reason in one line, and what it teaches me. Count also the progress I did not plan for.
```

WHAT YOU GET

A clear gap between what was planned and what happened. You often move more than you think, and not always where you aimed.

PROMPT 05 · SORT

What Stays

PROMPT TO COPY

```
Role: you are an adviser who helps keep the best.
Context: here is my review and my lessons: [paste them].
Task: help me spot what works and deserves to continue.
Format: the 3 habits, relationships or activities that did me good this year, why they matter, and how to protect them next year.
```

WHAT YOU GET

The list of what is worth keeping. A good review does not only fix, it reinforces what is already going well.

PROMPT 06 · SORT

What Changes

PROMPT TO COPY

```
Role: you are an adviser who helps let go of the excess.
Context: here is what weighed on me or wasted my time this year: [describe it].
Task: help me decide what to stop, lighten or delegate.
Format: for each point: stop, reduce or delegate, one realistic first step, and the expected benefit. No more than three changes at once.
```

WHAT YOU GET

Room freed up for the year ahead. Deciding what you stop is often worth more than adding yet more.

PROMPT 07 · SET

The Year's Direction

PROMPT TO COPY

```
Role: you are a guide who helps set a direction.
Context: here are my lessons, what I keep and what I change: [paste them].
Task: help me choose a simple direction for the year ahead.
Format: propose 3 possible theme-words (e.g. health, calm, launch), with what each would change day to day, then help me pick just one.
```

WHAT YOU GET

A compass in a single word, easy to keep in mind. A clear direction makes every choice of the year simpler.

PROMPT 08 · SET

The Right Goals

PROMPT TO COPY

Role: you are a specialist in reachable goals.
Context: my direction for the year is [the theme-word], and I have [real time and means].
Task: help me set realistic goals, not a wish list.
Format: 3 to 5 clear, measurable goals, each with a deadline and a concrete sign of success. Drop whatever depends too much on others or on luck.

WHAT YOU GET

Goals you can hold instead of a list forgotten by February. A few clear goals beat many good intentions.

PROMPT 09 · PLAN

The First Quarter

PROMPT TO COPY

```
Role: you are a concrete planner.
Context: here are my goals for the year: [paste them].
Task: help me turn the most important one into actions for the next three months.
Format: for the top goal: 3 steps across the quarter, the very first action doable this week, and one likely obstacle with its workaround.
```

WHAT YOU GET

A concrete start instead of a vague big resolution. Three months well launched carry the whole year.

PROMPT 10 · PLAN

The Monthly Check-in

PROMPT TO COPY

```
Role: you are a steady follow-up partner.
Context: I want to keep my direction and goals alive all year long.
Task: help me set up a monthly appointment with myself.
Format: 5 short questions to ask myself each month, a reminder of my direction, and how to adjust a goal without dropping everything when life changes.
```

WHAT YOU GET

A living review, revisited each month, not filed in a drawer. What gets reviewed regularly is what finally happens.

No. 131

YOUR TURN

A Fresh Page

You now know how to review your year with AI: gather the material, understand the lessons, sort what stays and what changes, set a direction and honest goals, then plan the first steps. Ten prompts, to close one year in peace and open the next with clarity.

A review is not a courtroom: look back on your year with honesty and kindness, that is how you draw the best from it.

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