# 英文年终总结怎么写

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英文年终总结怎么写

The end of the year is often a time of many events -- wrapping up business for the year while also wrapping holiday presents. This article presents something you can give to yourself -- something that you can get done during the holiday lull or over some vacation days -- a quick and easy process for examining what you\'ve accomplished in your career this year and where you want to go with it next year.年底事情多，一边忙着节日送礼，一边还要忙着做年终总结。你可以把这篇文字作为送给自己的一份礼物。你可以挑个节日空闲时间，或者干脆用几天假期对过去一年的工作做个回顾，同时展望一下明年的计划。

Of course， you may have already done at least some preliminary work on reviewing the year -- especially if your employer hands out year-end bonuses or conducts year-end performance reviews -- and if so， that\'s a good place to start your year-end review.[/en你可能已经做过一些基本的回顾了，特别是在老板给你发年终奖的时候，或者是在做全年业绩汇报的时候。如果是这样的话，那就更好了，你可以在此基础上开始你的个人年终工作总结。

[en]But unlike your on-the-job performance review， the purpose of this article is to suggest you consider conducting an even more important assessment -- taking stock of your career. Now is the perfect time to review where you are， where you\'ve been， and where you want to go.但是，这个总结和你做的业绩汇报不同，它是用来观察评估你的职业生涯的，具有更重要的评估功能。现在是时候开始回顾你的职业生涯了，你现在处于什么位置，你都做过些什么，你将往何处去。

Before you begin your assessment， take a moment to ask yourself the most important question: Am I happy and fulfilled by my job and career? No matter how successful you\'ve been in the past 11 months， if you are fundamentally unhappy with your work， spend the vast majority ofyour year-end review focusing on self-assessment and discovering your career passion.在你开始评估之前，花点时间扪心自问一下这个最重要的问题：我的工作和职业能让我感到快乐和满足吗？如果你工作得不开心，那么无论过去一年你取得了多少成就，你都应该在年终总结中，花大力气去做自我评估并找寻你的工作热情。

Don\'t rush your review. Consider using a weekend or one or more of your vacation days to reflect on your career. You don\'t need to -- and probably shouldn\'t -- complete all six steps in one sitting. Break it up over several days if you like.不要急着去写总结。可以用一周甚至更久去好好思考回顾一下你的职业生涯。你不需要，也最好不要一下子就把这六步全部完成。慢慢来，一步一步来。

Step One: Review Career Goals. Did you set any goals for your career this year -- formally or informally? Most people have some idea of what they want to accomplish next in their careers， such as getting a promotion and/or raise or perhaps achieving better work/life balance. Setting some goals is an important activity because goals help provide the focus you need to move your career forward -- and to avoid distractions or activities that may slow your career progress (or worse， devalue you). So， if you had any goals for this year， answer these questions:第一步：回顾职业目标。今年你有没有为自己定下过职业目标，无论是正式的还是非正式的？大多数人都会为自己的职业定个目标，比如获得升职加薪，或者能更好地平衡工作和生活。设定目标是很重要的，因为它可以使你集中注意力，而不分心，或者减慢你的职业进程（甚至更坏，使你掉价）。如果你曾经为今年的工作定下过目标，那就回答以下几个问题：

Did I achieve my career goals?

Am I satisfied with what I did relative to my goals?

Did anything happen to change my goals over the course of the year?

How should I modify my goals for next year?

我达到我的职业目标了吗？

我对自己做的与职业目标相关的事情满意吗？

在过去的一年里，有没有什么事情改变了我的职业目标？

我该怎么样去完善我明年的职业目标？

Step Two: Review Your Career Year. What have you done this year? This step is about documenting your career progression and identifying key achievements. Thinking about all you\'ve done over the past 11 months or so， ask yourself these questions:第二步：回顾一年工作。你今年都做了些什么？这一步是用来理清你的职业发展过程的，并且明确你都取得了哪些重要成绩。仔细想想你过去的11个月里都做了哪些工作，或者回答下列问题：

What have I accomplished?

What new skills have I acquired?

What have I learned?

What opportunities were gained and lost?

How am I better today than I was at the beginning of the year?

我取得了哪些成绩？

我学会了什么新的技能？

我学到了些什么？

我得到了哪些机会，又失去了哪些机会？

现在的我比今年年初的我好在了哪里？

Step Three: Develop Your Career Synopsis. Where are you in your career? Review all aspects of your career and examine where you stand at this juncture. Some questions to ask yourself:第三步：完善你的职业概要。你处于职业生涯的什么位置？对你的职业生涯进行全面的评估，并且确定你现在所处的位置。你可以问自己下面这些问题：

Am I where I should be in my career?

What has helped or hindered my progression?

Am I happy with my current employer?

What are my strengths and weakness?

我有没有达到自己职业生涯应该达到的位置？

是什么帮助了或者阻碍了我的职业发展？

我对现在的雇主是否满意？

我的优势和劣势是什么？

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Step Four: Envision Your Future. What\'s your next career step? Take some time to plan for next year (and perhaps beyond)， picturing the path you want your career to take. Again， here are some questions to help you:第四步：展望你的职业前景。你职业生涯的下一步是什么？花点时间制定明年（甚至更长远）的计划，在脑中画出一幅你未来职业生涯的蓝图。这里也为你准备了一些问题：

What do I want to be doing more of in my career?

What do I want to be doing less of in my career?

What\'s the next step in my career?

When should I be taking this next step?

What\'s my ideal/ultimate career dream?

在接下来的工作中，我要多做些什么？

在接下来的工作中，我要少做些什么？

我职业生涯的下一步是什么？

我什么时候要迈出下一步？

我最终的职业梦想是什么？

Step Five: Action Steps for Your Future. How will you get to that future career? Make a list of what you need to do -- career goals for the coming year -- to get to where you want to be next in your career. These might be things such as building your network， gaining additional experiences， changing employers， strengthening your career brand， or pursuing additional training/education/certifications. Questions to ask yourself:第五步：如何行动完成未来规划。你要如何完成未来职业规划？列张表，写清楚你要做些什么，也就是你明年的职业目标，你明年想要达到职业生涯的哪一阶段。这些事情包括建立你自己的交际圈，获得更多的经验，换老板，强化你的职业品牌，或者参加更多的培训、学习，多获得些资格证书。问自己这些问题：

What do I need to prepare myself for this next step?

Do I need to find a new employer to make the next step?

How do I position myself for this next step?

要达到下一步，我要做些什么准备？

要达到下一步，我是不是应该换一个雇主？

对于下一步，我是如何给自己定位的？

Step Six: Share Your Career Vision. Are your career goals and action plans feasible? Schedule a meeting with your mentors and to get reactions to your plan， as well as advice for achieving it.第六步：分享你的职业愿景。你的职业目标和行动计划是否可行？和你的导师约个时间，看看别人对你的计划作何回应，也听听他们的意见。

Final Thoughts结语

Once you\'ve completed these six steps， you should not only know yourself and your career better， but have some specific goals and action steps to help you progress along a career plan.Another benefit from completing this year-end review is that the results from part of the analysis should assist you in updating your resume if you have not been keeping it current as the year progressed. Even if you are extremely happy with your employer， it makes sense to have a current resume for that once-in-a-lifetime opportunity， or worse， if your employer decides its time to downsize the workforce.一旦你完成了以上六步，你不但对自己和自己的职业生涯有了一个更好的了解，而且为接下来的职业规划确定了明确的目标和行动步骤。这份年终总结的另一个好处在于你可以把其中一部分的分析用于更新你的简历，如果你不是一直在更新的话。即使你对现在的老板很满意，你也可以利用这个千载难逢的好机会来更新一下你的简历，以防万一你老板突然决定要裁员。

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