

Self-Reflection Tool

Week of 9/26/22

Week	Behavior	Monday	Tuesday	Wednesday	Thursday	Friday	Reflection with 1-up for the past week (see standard work)
1	Active Listening						
	Enablers: <ul style="list-style-type: none"> Open-ended questions Paraphrasing Reflect feelings De-Railers: <ul style="list-style-type: none"> Interrupting Offering opinions Defending my position 	Opportunity (what situation?) <i>Coaching session with Director</i> Plan (what will you try?) <i>Say, "Tell me more about that."</i> Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) <i>Meeting with project Sponsor</i> Plan (what will you try?) <i>I'll paraphrase what they said in my own words regarding a point that sounds important to them.</i> Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) <i>1:1 with my direct report</i> Plan (what will you try?) <i>Say, "It sounds like you feel "x." Did I get that right?"</i> Reflect (what happened?)	What did you learn? What will you try differently? How will you know you are improving?
2	Behavior						
	Enablers: <ul style="list-style-type: none"> De-Railers: <ul style="list-style-type: none"> 	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	What did you learn? What will you try differently? How will you know you are improving?
3	Behavior						
	Enablers: <ul style="list-style-type: none"> De-Railers: <ul style="list-style-type: none"> 	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	What did you learn? What will you try differently? How will you know you are improving?
4	Behavior						
	Enablers: <ul style="list-style-type: none"> De-Railers: <ul style="list-style-type: none"> 	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	Opportunity (what situation?) Plan (what will you try?) Reflect (what happened?)	What did you learn? What will you try differently? How will you know you are improving?

Purpose: To reflect, develop and improve on one's own practice of behaviors

Pre-Work: Every Friday, look at your Outlook calendar plan for the next week's opportunities to practice a behavior.

In the "Opportunity (what situation)" box write the specific situations you have coming the following week to practice your chosen behavior (at least 3 opportunities).

In the Plan (what will you try?) box, write the specific thing you will try.

Send a calendar invite (or forward the calendar invitation for the specific situation) to your 1-up (supervisor) so they can observe you in your practice. Your 1-up will attend at least one situation.

Schedule a 15 minute reflection meeting with your 1-up for the upcoming Friday to reflect on the past week.

In the Reflect (what happened?) box, reflect on what you learned alone in preparation to reflect with your 1-up.

Reflection: Every Friday reflect on the current week's learnings with 1 up (15 minutes). 1 up will have standard work for the reflection