## Self-Reflection Tool

Behavior	Monday	Tuesdav	Wednesday	Thursday	Friday	Reflection with 1-up for the past week (see standard work)
Enablers: • Open-ended questions • Paraphrasing	Opportunity (what situation?) Coaching session with Director	Opportunity (what situation?)	Opportunity (what situation?) Meeting with project Sponsor	Opportunity (what situation?)	Opportunity (what situation?) 1:1 with my direct report	What did you learn?
<b>De-Railers:</b> <ul> <li>Interrupting</li> </ul>	Plan (what will you try?) Say, "Tell me more about that."	Plan (what will you try?)	Plan (what will you try?) I'll paraphrase what they said in my own words regarding a point that sounds important to them.	Plan (what will you try?)	Plan (what will you try?) Say, "It sounds like you feel "x." Did I get that right?"	What will you try differently?
• Defending my position	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	How will you know you are improving?
Behavior						
Enablers:	Opportunity (what situation?)	Opportunity (what situation?)	Opportunity (what situation?)	Opportunity (what situation?)	Opportunity (what situation?)	What did you learn?
De-Railers:	Plan (what will you try?)	Plan (what will you try?)	Plan (what will you try?)	Plan (what will you try?)	Plan (what will you try?)	What will you try differently?
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•	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	Reflect (what happened?)	How will you know you are improving?
	<ul> <li>Open-ended questions</li> <li>Paraphrasing</li> <li>Reflect feelings</li> </ul> De-Railers: <ul> <li>Offering opinions</li> <li>Defending my position</li> </ul> Behavior Enablers: <ul> <li>Paraphrasing</li> </ul> Behavior <ul> <li>Paraphrasing</li> </ul> Behavior <ul> <li>Paraphrasing</li> <li>Paraphrasing</li> </ul> Behavior <ul> <li>Paraphrasing</li> <li>Paraphrasing</li> <li>Paraphrasing</li> </ul> Behavior <ul> <li>Paraphrasing</li> <li>Paraphrasing</li> </ul> Behavior <ul> <li>Paraphrasing</li> <l< td=""><td>Active ListeningEnablers: Open-ended questions Paraphrasing Reflect feelingsOpportunity (what situation?) Coaching session with DirectorDe-Railers: Offering opinions Defending my positionPlan (what will you try?) Say, "Tell me more about that."BehaviorEnablers: Opportunity (what situation?)De-Railers: Offering opinions Defending my positionOpportunity (what situation?) Plan (what will you try?) 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**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