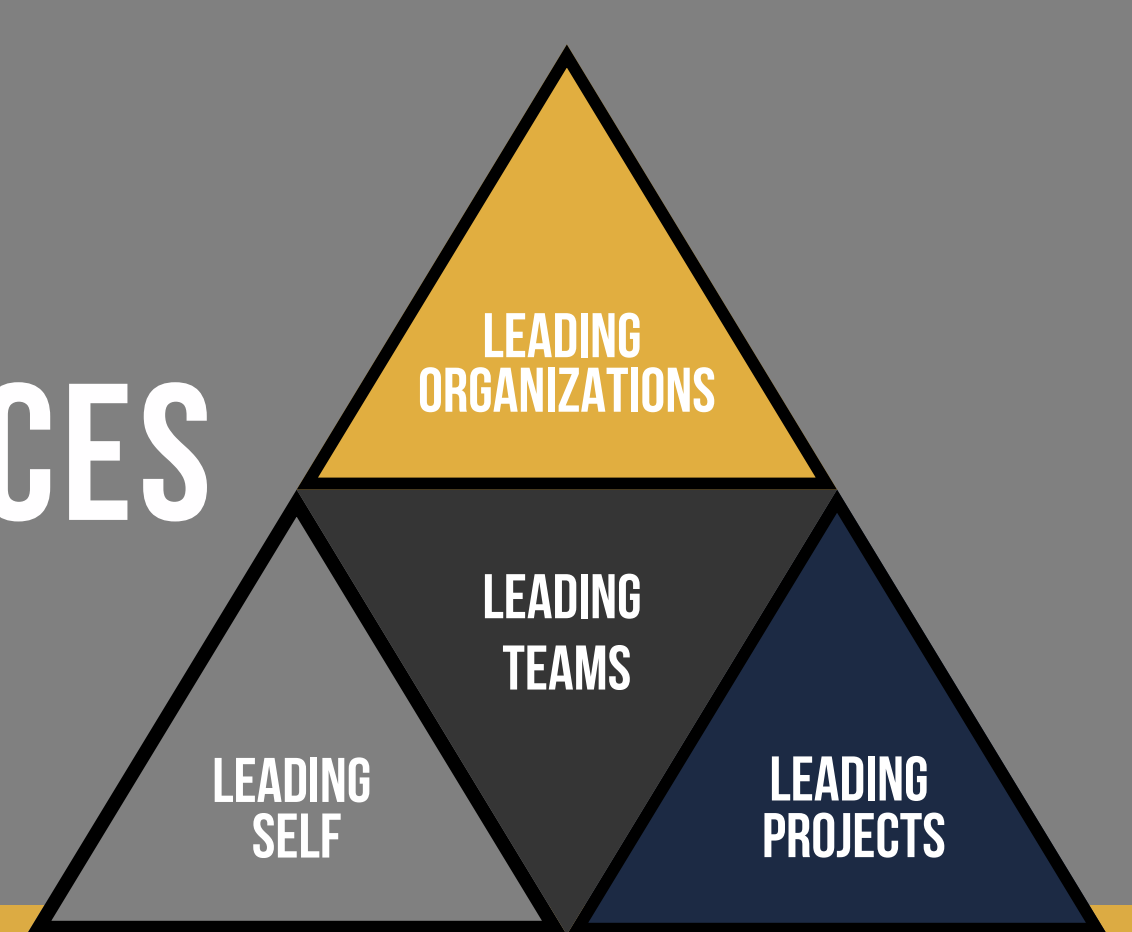


# THE LEADER'S GUIDE TO PERSONAL REFLECTION PRACTICES

A SIMPLE REFLECTION ROUTINE FOR BUSY LEADERS



## PERSONAL REFLECTION IS A LEADERSHIP DISCIPLINE

it is the practice of reviewing experiences, decisions & behaviors to identify lessons and improvements

## REFLECTION HAS FOUR ELEMENTS

OBSERVATION

INTERPRETATION

LEARNING

ACTION

## WHY GREAT LEADERS PRACTICE PERSONAL REFLECTION

### BUILDS CLARITY

Leaders face uncertainty and incomplete information. Reflection slows thinking so they can see the real problem.

### IMPROVES EMOTIONAL CONTROL

It helps leaders recognize their triggers. That awareness allows them to respond instead of react.

### STRENGTHENS LEARNING

Reflective leaders turn experience into insight. They extract principles instead of repeating mistakes.

### SUPPORTS FAIRNESS

Leaders communicate more clearly, set better expectations, and rebuild trust when needed.

## HOW LEADERS IMPLEMENT A PERSONAL REFLECTION PRACTICE

Below is a three-part reflection routine leaders can apply daily, weekly, and after major events.

1

### DAILY REFLECTION: THE FIVE MINUTE REVIEW

Spend five minutes at the end of the day answering three questions. What went well? What was difficult? What will I adjust tomorrow? Keep answers brief. The goal is consistency, not perfection.

2

### WEEKLY REFLECTION: THE PATTERN CHECK

At the end of each week, review a short list of events. Look for repeated themes. Was there a communication issue? A delay? A misunderstanding? Identify one behavior to change the following week.

3

### EVENT BASED REFLECTION: THE DEEP REVIEW

After major meetings, decisions, or conflicts, use a structured review. What was my intention? What actually happened? What did I learn about myself? What would I do differently next time?

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