



Reflection Activity – Action Planner

Well done! You're on the path to success with this **Reflection Activity Action Planner**.

You've probably already read our '[Self-reflection for enhanced performance at work](#)' post. Now it's time to plan your moves, take action, and accelerate your success.

Here's how reflection can help you on your journey:

The three big benefits of reflection

1. You'll increase your self-awareness
2. You'll learn from your experience
3. You'll be motivated to change, grow, and enhance your performance



"Follow effective action with quiet reflection. From the quiet reflection will come even more effective action."

– Peter Drucker

First, plan your reflection

You can use reflection in different ways: it can be a daily, or weekly practice, or it can be focused on specific events. For example, you may choose to schedule a little reflection time each Friday afternoon (to review the week), or after an important meeting, or project (to identify opportunities for improvement). Or your reflection can be focused on a specific relationship or triggered by a specific event (such as a disagreement, or argument).

Reflection doesn't have to take long: we recommend you start with 20 minutes of reflection time (you'll be surprised how much you can achieve in 20 minutes!). Use this Action Planner during these 20 minutes, making notes will help you to focus your thinking and commit to future actions.

First, make a note now of when you will schedule the reflection, and what will be the focus of your reflection:

When you're ready, take the time to reflect. Ask yourself a few simple questions:

Step 1: What did I do well?

Step 2: What did I do less well?

Step 3: What did I learn?

Step 4: What will I do differently next time?

Each time you reflect, save this file under a different name. You'll soon have a collection of reflections that add to your personal development.

