

Reflection tool template

We are constantly exposed to new experiences in our work. When we reflect on these new experiences, we can learn from them and use that learning to build our skills and knowledge.

Reflection is an important source of self-development and improvement. It makes the learning that happens at work more productive because you are actively recalling and recognising what you learned.

Reflection helps ensure you do not make the same mistake twice. It enables you to plan and think of new ways to work.

What is this tool for?

This template supports you to create and build reflection skills. It is designed to help you set up a regular routine for reflection at work.

As you use this guide, you will start to recognise your preferred way of reflecting and branch out beyond this template to personalise your reflective practice.

The template is not a strict set of questions that you must answer, it should be used flexibly to support you in observing and reflecting. It can be used daily, weekly, or fortnightly depending on your preference and the rhythm of your work.

Tips for using this template

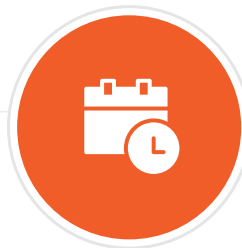


Observe

Increase your awareness of your interactions and behaviours throughout the day.

Take notice of what you're thinking and how you're reacting to certain situations and people.

Take quick notes to refer to during your reflection time.



Schedule reflection time

Prioritise self-reflection. Put aside some time at the end of each day, week or fortnight (or somewhere in between) to reflect on your experiences and what you might do differently in the future.



Keep a record

During your reflection time, take some notes using this template.

Maintaining a record of your reflections is helpful to recall details later and to have discussions with your manager or mentor.

Date

How did today / this week / this fortnight go?

Review any quick notes you took throughout the week. What meetings did you have? What learning activities did you do?

When was I at my best?

What frame of mind were you in? How did you feel?

Think about your week. What worked well?

Summarise what you learned, roughly explain its significance, and consider what you might do differently in response.

What happened?

So what?

What now?

What didn't go so well?

Summarise what you learned, roughly explain its significance, and consider what you might do differently in response.

What happened?

So what?

What now?

What have you learned about yourself?

Summarise what you learned about yourself and what changes you will implement to improve future outcomes.

Notes