



Self-Reflection Guide

“All of us have the spark of leadership in us, whether it is in business, in government, or as a nonprofit volunteer. The challenge is to understand ourselves well enough to discover where we can use our leadership gifts to serve others.” - Ann Fudge

Congratulations on taking the first step!

We are excited for you and your experience of self-reflection!

Simply follow these quick steps and repeat them annually, monthly, bi-weekly, weekly or daily.

STEP 1: Pause. Create the space for you to quiet your mind even for 5 minutes. To successfully reflect, we must remove any distractions.

STEP 2: Reflect. The act of reflecting is easier when you are guided by questions (see below).

STEP 3: Action. Once you have reflected on your whole being and/or a specific situation or experience, it is time to integrate the learning and grow. After each reflection session, commit to one action and apply the learning today. Remember, it’s about continuing to move forward, one step at a time. Every little change counts.

Questions	At Work	At Home
My first self-reflection (or annually):	What do I love most about my role, team and company? What steps did I make to get to where I am today? Who were the most influential people in my life? What made me choose this career? If I could do it all again, what would I do differently? If there were one thing I could change or improve in my career, what would that be? How does my career support my life purpose? How do I define success? What do I need to grow in my career? What kind of legacy do I want to leave? What am I most grateful for?	What am I passionate about? What do I value in life? What makes me smile? What activity do I love doing where I lose track of time? If I had all the time and resources, what would I be doing? Who inspires me and why? What relationships are strongest in my life and why? What relationships can I strengthen? How do I define success? What area of my life needs attention? How do I want to be remembered? What am I most grateful for?
My monthly or bi-weekly self-reflection:	Am I working on the right tasks or projects? What do I need to grow in my current role? What working relationships can I strengthen? Who is stepping forward and has the greatest potential? Who can I elevate or support? What was my biggest contribution last month? What learning or skill do I want to strengthen in the next 30 days? What	What activities are bringing joy into my life? What activities are draining my energy? What relationships are going well? What relationships do I want to strengthen? Who in my life needs support? What were the highlights of my life the past month? What did I find tricky or challenging? How did I overcome the

	<p>was the hardest decision I made this month? What fears or obstacles did I overcome at work? What am I most proud of achieving this past month? How did I celebrate my wins?</p>	<p>challenges? What was my biggest learning? How did I integrate the learning into my day to day? What do I love most about myself? What did I do for myself that was meaningful and fulfilling?</p>
<p>My daily self-reflection</p>	<p>See questions in the column to the right.</p>	<p><u>Start of your day:</u> What am I most grateful for? How do I want to be today? What core values can I strengthen today? What do I want to create?</p> <p><u>End of your day:</u> What is the highlight of my day? Who inspired me today? What was my biggest contribution today? Who did I elevate? What did I find tricky or challenging today? What did I learn from today and will apply tomorrow?</p>
<p>Reflecting on a current situation or challenge</p>		<p>Describe the situation in detail (what, who, why). What is my role? What did I do well? What was tricky? What is my automatic response? How do I want to respond differently next time? What is great about this experience? What am I learning or have learned from this experience? What is my biggest takeaway from this experience? How will I integrate this learning today? Who can I share this learning with?</p>

If you have any questions or other thoughts to share, we would love to hear from you!

We would also love to hear about your self-reflection experience.

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