

# Reflection Calendar

Reflection is scalable - you can target it to something as small as a single meeting or moment in time or as large as your personal mission in life or 10-year career plan.

Here's a simple framework to help you be more intentional and extract richer learning from your experiences, starting with just one minute a day. Add your own questions as desired, to make it even more useful to you.

<h2 style="text-align: center;">Reflection Calendar</h2> <p style="text-align: center;">For each time frame – daily, weekly, monthly – reflect on the time period just past and just ahead.</p>		
Time frame	Look Back	Look Forward
<p><b>Daily</b> 1 minute</p>	<p>Where were you most and least effective?</p> <p>What worked, what didn't, what have you learned?</p>	<p>What are your most important priorities ahead?</p> <p>What actions do you want to take?</p>
	<p>What new thing did I try today?</p> <p>How did it go? What worked well, what didn't?</p> <p>What's the most useful thing I learned today?</p> <p>What opportunity did I miss?</p> <p>What am I most grateful for?</p>	<p>What one thing will I do tomorrow to stretch my comfort zone?</p> <p>What will prompt me to do that?</p>

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<p><b>Weekly</b> 3-4 minutes</p>	<p>What progress did I make last week? How satisfied am I with that?</p>	<p>What do I need to focus on in the coming week?</p> <p>Where are my key opportunities to further my learning and development?</p>
<p><b>Monthly</b> 5-10 minutes</p>	<p>How am I doing on my development objectives?</p> <p>What has supported or enhanced my learning?</p> <p>What is getting in the way of me making progress?</p>	<p>Do I need to do anything differently to continue making progress?</p> <p>What feedback do I want, who do I want it from, and how will I make sure I get it?</p>
<p><b>Quarterly</b> 15-20 minutes</p>	<p>What important lessons have I learned?</p> <p>In the past 3 months, have I made the kind of impact on myself and my world that I want to make?</p> <p>Where have I been making excuses for something I need to take personal responsibility for?</p> <p>Have I been actively seeking new, diverse, and challenging experiences to foster my personal growth and development?</p>	<p>What are my key priorities for this coming quarter and what capabilities do I need to develop to achieve or fulfill them?</p> <p>What do I need to do differently to manage my personal growth and professional development more effectively?</p> <p>When do I need to make a big bet on doing something new or radically different? What are the signals that I should be looking for?</p>
<p><b>Annually</b> 1 hour</p>	<p>How do I feel about the past year? What were my emotional highlights and lowlights?</p> <p>What's most important in my life right now? What really matters to me?</p> <p>How did I do on my most important priorities this past year?</p> <p>What have I learned?</p> <p>What do I need from myself and others to make an honest assessment of my life, my priorities and what matters most to me and those I love?</p> <p>How clearly do my actions and choices reflect those priorities?</p>	<p>What kind of person am I becoming? Who do I want to be? What values will I live by?</p> <p>Where do I want to be a year from now? What do I need to do or learn to get there?</p> <p>Am I on the best path to become the person and live the life I want?</p> <p>How can I be more intentional about living my values and fulfilling my mission in life?</p> <p>What kind of support do I need from others and where will I find it?</p> <p>What course corrections or changes in my life do I need to implement this year?</p> <p>What am I doing to renew, reinvigorate, and reinvent myself and my life?</p>

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<p><b>Triennially</b> Deep reflection every 2-3 years</p> <p>“Disrupt or be disrupted”</p>	<p>What are the most significant things I've learned?</p> <p>Where have I been complacent or missed big opportunities?</p> <p>Where am I at greatest risk? What am I holding on to that I need to let go of?</p> <p>What trends or signals have I seen that might signal it's time to pivot, disrupt myself, or try something new?</p>	<p>Given how fast things are changing around me, is it time to disrupt myself? How long do I have, realistically, before my life or career is disrupted by something else if I don't?</p> <p>Given what I care about most deeply, what are the critical opportunities to capitalize on?</p> <p>Where am I most afraid of taking decisive action?</p> <p>What's the bold move I know in my heart I need to make?</p>
<p><b>Quinquennially or Decadely</b> 1 day every 5-10 years</p>	<p>How has my life story, my life's journey evolved?</p> <p>What are the big choices I made in the last 10 years?</p> <p>What kind of life am I living, and how does that compare to the life I want to live?</p>	<p>Who do I want to be? What values do I want to guide my life? How do I connect to my deepest mission and purpose?</p> <p>What do I need to invest in over the next 3-5 years to accomplish or fulfill what matters most?</p> <p>What do I need to transform about myself or my life in order to accomplish my highest calling and purpose?</p>
<p><b>After key events</b> 10-15 minutes following major life events, transitions, or significant project milestones</p>	<p>What worked well?</p> <p>What did not work well? What could have gone better?</p> <p>What do I wish I had done differently?</p> <p>What lessons have I learned?</p>	<p>What will I do to implement what I've learned through this experience?</p> <p>How can I make sure I am even better prepared for similar opportunities or experiences in the future?</p>
<p><b>Anytime</b> Your personal reflections anytime you're in a reflective mood</p>	<p>What have I done lately to become a better person?</p> <p>What have I done to bring joy to someone's life today?</p>	<p>When is my next opportunity to act with compassion and love?</p> <p>What else should I be asking myself or reflecting on?</p>

Source: V. S. Harvey & K. P. De Meuse (eds.), *The age of agility: Building learning agile leaders and organizations*. London: Oxford University Press.