



REFLECT & GROW

A REFLECTION AND GOAL-SETTING
WORKBOOK FOR INDIVIDUAL CONTRIBUTORS



SUMMER ALEXANDER
LEADERSHIP COACH & CONSULTANT

3 STEP PROCESS

STEP ONE

Choose a reflection time period. This could be the last 1-4 quarters but should not exceed one year. Reflect on your successes and identify areas of growth and development for the next time period.

STEP TWO

Complete the skill assessment to identify the specific skills you will work on improving during the next time period.

STEP THREE

Identify 1-3 S.M.A.R.T. goals you will work toward during the next time period. Share your completed workbook with your leader for accountability.

MY REFLECTIONS

NAME:

REFLECTION TIME PERIOD:

3 THINGS I'M PROUD OF:

I'm grateful for:

People who supported me:

3 THINGS I PLAN TO IMPROVE:

People I helped to support:

BIGGEST LESSON(S) LEARNED:

My self-care activities:

SKILL SELF-ASSESSMENT

Assess how well you exhibited the following skills during this reflection time period. Note any skills rated six or lower as those you will work on.

ON A SCALE FROM 1 -10, HOW WELL DID YOU MANAGE YOUR TIME?

1	2	3	4	5	6	7	8	9	10

ON A SCALE FROM 1 -10, HOW WELL DID YOU COMMUNICATE?

1	2	3	4	5	6	7	8	9	10

ON A SCALE FROM 1 -10, HOW WELL DID YOU COLLABORATE?

1	2	3	4	5	6	7	8	9	10

ON A SCALE FROM 1 -10, HOW WELL DID YOU MANAGE CONFLICT?

1	2	3	4	5	6	7	8	9	10

ON A SCALE FROM 1 -10, HOW WAS MY ABILITY TO THINK CRITICALLY?

1	2	3	4	5	6	7	8	9	10

ON A SCALE FROM 1 -10, HOW ADAPTABLE WAS I DURING THIS TIME PERIOD?

1	2	3	4	5	6	7	8	9	10

SMART GOALS

When setting goals, make sure it follows the SMART structure. Use the questions below to identify 1-3 goals you plan to accomplish.

S

SPECIFIC

What exactly do I want to accomplish?

M

MEASURABLE

How will I know when it is accomplished?

A

ACHIEVABLE

How can the goal be accomplished?

R

RELEVANT

Does this seem worthwhile?

T

TIME BOUND

When can I accomplish this goal?

GOAL TRACKER

GOAL	MOTIVATION

START DATE :	PROJECTED DUE DATE :	DURATION :
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ACTION PLAN	☒	DATE :	ACTION STEPS
	☐		
	☐		
	☐		
	☐		
	☐		
ROADBLOCKS	☐		
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	☐		

PROGRESS BAR	☐	☐	☐	☐	☐	☐	☐	DATE COMPLETED :
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ROADBLOCKS

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RESOURCE

CHECKLIST

MAKE YOUR WAY THROUGH EACH SECTION, AND TICK THE CHECKBOX FOR EACH STATEMENT ONCE THE TASK HAS BEEN COMPLETED.

SKILLS

- ☐ I AM CLEAR ON THE SKILLS I NEED TO DEVELOP
- ☐ I UNDERSTAND HOW TO DEVELOP THESE SKILLS
- ☐ I HAVE IDENTIFIED RESOURCES TO HELP WITH SKILL DEVELOPMENT
- ☐ I HAVE DISCUSSED MY SKILL ASSESSMENT WITH MY LEADER
- ☐ I UNDERSTAND HOW IMPROVING THESE SKILLS WILL IMPROVE MY WORK

PRIORITIES

- ☐ I AM CLEAR ON THE TASKS, PROJECTS, OR INITIATIVES I AM RESPONSIBLE FOR COMPLETING
- ☐ I UNDERSTAND HOW MY WORK CONTRIBUTES TO THE COMPANY GOALS
- ☐ I UNDERSTAND HOW MY WORK CONNECTS TO MY PERSONAL CAREER GOALS
- ☐ I HAVE DISCUSSED PRIORITIES WITH MY DIRECT LEADER
- ☐ I HAVE SCHEDULED REGULAR CHECK-INS WITH MY LEADER TO DISCUSS MY PROGRESS

RESOURCES

- ☐ I HAVE ENLISTED AN ACCOUNTABILITY PARTNER
- ☐ I HAVE IDENTIFIED BOOKS, COURSES, ETC., TO DEVELOP SKILLS I PLAN TO WORK ON
- ☐ I HAVE A MENTOR OR TRUSTED PERSON TO ASK FOR ONGOING FEEDBACK
- ☐ I HAVE SOMEONE WHO WILL PROVIDE FAIR FEEDBACK ON MY INNOVATIVE IDEAS
- ☐ I HAVE COMPLETED THIS REFLECT & GROW WORKBOOK

SELF-CARE

- ☐ I UNDERSTAND THE IMPORTANCE OF PRIORITIZING MY SELF-CARE
- ☐ I HAVE CLEAR HOME/WORK BOUNDARIES IN PLACE
- ☐ I TAKE TIME TO FOCUS ON MY MENTAL & PHYSICAL WELL-BEING
- ☐ I RECOGNIZE WHEN I NEED TO TAKE A BREAK, REST, OR RESET EXPECTATIONS
- ☐ I HAVE IDENTIFIED AT LEAST ONE DAILY SELF-CARE ACTIVITY