

REFLECTION JOURNALING

FRAMEWORK

1. Choosing a Reflection Focus

- **Objective:** Identify a specific event, thought, emotion, or experience to reflect upon.
- **Exercise:**
 - Select a focus for your reflection (e.g., a challenging situation, a significant achievement, a personal relationship).
 - Consider why this focus is important to you and what you hope to gain from reflecting on it.

2. Describing the Experience

- **Objective:** Clearly articulate the details of the event or situation.
- **Exercise:**
 - Write a detailed account of the experience, including who was involved, what happened, and when it took place.
 - Focus on the facts first, before delving into your emotions and thoughts.

3. Exploring Thoughts and Emotions

- **Objective:** Analyze your internal response to the experience.
- **Exercise:**
 - Reflect on your initial thoughts and emotions during and after the experience.
 - Consider how these feelings impacted your behavior and decision-making.

4. Identifying Lessons Learned

- **Objective:** Extract insights and lessons from the reflection.
- **Exercise:**
 - Identify what you learned from the experience, both about yourself and the situation.
 - Consider how this knowledge can influence your future actions or decisions.

5. Considering Alternative Perspectives

- **Objective:** Explore different viewpoints to gain a broader understanding.
- **Exercise:**
 - Reflect on how others involved in the experience might have perceived the situation.
 - Consider alternative ways you could have responded or approached the situation.

6. Planning Future Actions

- **Objective:** Apply the insights gained to improve future behavior or decision-making.
- **Exercise:**
 - Identify specific actions you can take based on your reflection.
 - Set intentions or goals for how you will handle similar situations in the future.

7. Final Reflection

- **Objective:** Summarize your reflections and reinforce key takeaways.
 - **Exercise:**
 - Write a concluding paragraph that encapsulates the key insights from your reflection.
 - Reflect on how this process has contributed to your personal growth.
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TEMPLATE *Example*

Date: _____

Reflection Focus: _____

1. Choosing a Reflection Focus

Event/Experience to Reflect On

Reason for Choosing This Focus

Example: A difficult conversation at work.

It was emotionally challenging, and I want to understand my reaction.

2. Describing the Experience

What Happened?

Who Was Involved?

When/Where Did It Occur?

Example: I had a disagreement with my colleague.

My colleague, myself.

Yesterday at the office.

3. Exploring Thoughts and Emotions

Initial Thoughts During the Experience

Emotions Felt During the Experience

How These Affected My Actions

Example: I felt they weren't listening to me.

Frustration, defensiveness.

I became more argumentative.

4. Identifying Lessons Learned

What Did I Learn About Myself? What Did I Learn About the Situation?

How Can I Apply This in the Future?

Example: I need to work on staying calm. Listening more could have prevented escalation.

Practice active listening in conversations.

5. Considering Alternative Perspectives

How Might Others Have Seen the Situation?

Example: They might have felt unheard as well.

What Other Actions Could I Have Taken?

Taken a moment to breathe before responding.

What Would I Do Differently Next Time?

Pause and ask for their perspective first.

6. Planning Future Actions

Action/Behavior Change

Example: Practice mindfulness before stressful conversations.

Reason for This Change

To stay calm and centered.

How I Will Implement It

Use breathing exercises before meetings.

7. Final Reflection

Summary of Insights

Example: I need to be more aware of my emotional triggers.

Personal Growth Observed

I'm becoming better at identifying and managing emotions.

Overall Takeaway

Reflection helps me grow and improve.