

Reflection Calendar 2020

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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.

For each time frame – daily, weekly, monthly – reflect on the time period just past and just ahead.

- **Look Forward:** What's your intention? What do you plan to do differently, and when?
 - What are your most important priorities ahead?
 - What actions do you want to take?
- **Look Back:** What worked well, what didn't, what have I learned?
 - Where were you most and least effective?
 - What worked, what didn't, what have you learned?

Time frame	Look Back	Look Forward
Daily 1 minute	<ul style="list-style-type: none">● What new thing did I try today?● How did it go? What worked well, what didn't?● What's the most useful thing I learned today?● What opportunity did I miss?● What am I most grateful for?	<ul style="list-style-type: none">● What one thing will I do tomorrow to stretch my comfort zone?● What will prompt me to do that?
Weekly 3-4 minutes	<ul style="list-style-type: none">● What progress did I make last week? How satisfied am I with that?	<ul style="list-style-type: none">● What do I need to focus on in the coming week?● Where are my key opportunities to further my learning and development?
Monthly 5-10 minutes	<ul style="list-style-type: none">● How am I doing on my development objectives?● What has supported or enhanced my learning?	<ul style="list-style-type: none">● Do I need to do anything differently to continue making progress?● What feedback do I want, who do I want it from, and how will I make sure I get it?

	<ul style="list-style-type: none"> • What is getting in the way of me making progress? 	
Quarterly 15-20 minutes	<ul style="list-style-type: none"> • What important lessons have I learned? • In the past 3 months, have I made the kind of impact on myself and my world that I want to make? • Where have I been making excuses for something I need to take personal responsibility for? • Have I been actively seeking new, diverse, and challenging experiences to foster my personal growth and development? 	<ul style="list-style-type: none"> • What are my key priorities for this coming quarter and what capabilities do I need to develop to achieve or fulfill them? • What do I need to do differently to manage my personal growth and professional development more effectively? • 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?
Annually 1 hour	<ul style="list-style-type: none"> • How do I feel about the past year? What were my emotional highlights and lowlights? • What's most important in my life right now? What really matters to me? • How did I do on my most important priorities this past year? • What have I learned? • 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? • How clearly do my actions and choices reflect those priorities? 	<ul style="list-style-type: none"> • What kind of person am I becoming? Who do I want to be? What values will I live by? • Where do I want to be a year from now? What do I need to do or learn to get there? • Am I on the best path to become the person and live the life I want? • How can I be more intentional about living my values and fulfilling my mission in life? • What kind of support do I need from others and where will I find it? • What course corrections or changes in my life do I need to implement this year? • What am I doing to renew, reinvigorate, and reinvent myself and my life?

Triennially Deep reflection every 2-3 years “Disrupt or be disrupted”	<ul style="list-style-type: none"> • What are the most significant things I’ve learned? • Where have I been complacent or missed big opportunities? • Where am I at greatest risk? What am I holding on to that I need to let go of? • What trends or signals have I seen that might signal it’s time to pivot, disrupt myself, or try something new? 	<ul style="list-style-type: none"> • 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? • Given what I care about most deeply, what are the critical opportunities to capitalize on? • Where am I most afraid of taking decisive action? • What’s the bold move I know in my heart I need to make?
Quinquennially or Decadely 1 day every 5-10 years	<ul style="list-style-type: none"> • How has my life story, my life’s journey, evolved? • What are the big choices I made in the last 10 years? • What kind of life am I living, and how does that compare to the life I want to live? 	<ul style="list-style-type: none"> • 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? • What do I need to invest in over the next 3-5 years to accomplish or fulfill what matters most? • What do I need to transform about myself or my life in order to accomplish my highest calling and purpose?
After key events 10-15 minutes following major life events, transitions, or significant project milestones	<ul style="list-style-type: none"> • What worked well? • What did not work well? What could have gone better? • What do I wish I had done differently? • What lessons have I learned? 	<ul style="list-style-type: none"> • What will I do to implement what I’ve learned through this experience? • How can I make sure I am even better prepared for similar opportunities or experiences in the future?
Anytime Your personal reflections anytime you’re in a reflective mood	<ul style="list-style-type: none"> • What have I done lately to become a better person? • What have I done to bring joy to someone’s life today? 	<ul style="list-style-type: none"> • When is my next opportunity to act with compassion and love? • What else should I be asking myself or reflecting on?

Source: Peterson, D. B. (2021). The DNA of VUCA: A framework for building learning agility in an accelerating world. In V. S. Harvey & K. P. De Meuse (Eds.), *The Age of Agility: Building Learning Agile Leaders and Organizations*. London: Oxford University Press.

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