

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.

Please let me know how you are using this and if you have suggestions for improvement. Thank you!
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Time frame	Reflection questions For each time frame: Look Forward: What is your intention? What do you need to do differently? Look Backward: What worked, what didn't, what have you learned?
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?● What one thing will I do tomorrow to stretch my comfort zone?
Weekly 3-4 minutes	<ul style="list-style-type: none">● What progress did I make last week? How satisfied am I with that?● 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? Am I satisfied with my progress?● 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?
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?● 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?● Where am I making excuses for something I need to take personal responsibility for?● 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>Annually 1 hour</p>	<ul style="list-style-type: none"> ● Is it worth one hour a year to take an honest assessment of my life, my priorities and what matters most to me and those I love? ● What's most important in my life? What really matters? ● How clearly do my actions and choices reflect those priorities? ● Where do I want to be a year from now? What do I need to do or learn to get there? ● What kind of person am I becoming? Who do I want to be? What values will I live by? ● 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?
<p>Triennially Deep reflection every 2-3 years</p>	<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 what will require me to pivot? ● Where am I at greatest risk? What am I holding on to that I need to let go of? ● Where am I most afraid of taking decisive action? ● What's the bold move I know in my heart I need to make?
<p>Decadely <i>(or quinquennially)</i> 1 day every 5-10 years</p>	<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 kind of life am I living, and how does that compare to the life I want to live? ● 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?
<p>Anytime you're in a reflective mood</p>	<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? ● When is my next opportunity to act with compassion and love? ● What else should I be asking myself or reflecting on?

Adapted from: [Peterson, D. B. \(2010\). Good to great coaching: Accelerating the journey. In G. Hernandez-Broome & L. A. Boyce \(Eds.\), Advancing executive coaching: Setting the course for successful leadership coaching \(pp. 83-102\). San Francisco: Jossey-Bass.](#)