

Daily, Weekly Reflections Exercise for Leaders

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Daily Reflection

Spend 15 minutes every day in reflection—true reflection, in a quiet space, with your inbox closed.

Take this time (ideally in the evening) to review the events of the day and make plans for tomorrow. Write down your observations. Reference your calendar to reflect on the day's interactions and prepare for tomorrow's. Whatever will ground you in the ritual.

At the end of every week, run the same exercise for an hour, only this time reflect on the past week and considering the challenges and opportunities of the week ahead.

Reviewing the Day

Use these questions revisit your day/week –

It – Did you execute your work—the emails you wanted to write, the strategy document you owed your boss—the stuff you had on your list at the start of the day? Did you do the things that were important and not just urgent?

We – Did you add value to the lives of the people you interacted with? Did they walk away with more knowledge, energy, goodwill, help, a better understanding? Did you communicate clearly in a way that added value for the people around you and met goals for you?

I – How did you manage your own energy and mood? Self-care measures like working out, eating well, and sleeping enough are just as important as anything you do in the office. Remember “I” is the foundation of leadership; you can't help others if you deplete yourself.

Setting Intentions for Tomorrow

After you've reflected on the day, use It-We-I to set your intentions for tomorrow.

It – Establish the tasks you intend to accomplish during the day and realistically acknowledge the ones that you won't be able to complete. Do you have meetings during the day? If so, do you know what they're each for? Do you know what you're trying to accomplish during them? Do you have your agenda for reaching those goals?

We – Do you anticipate having challenging interactions? For example, do you have any meetings with a colleague whom you know is frustrated with you or the company? Think about how you want to show up. Consider what s/he might say that will trigger you to react badly. Mentally rehearse how you'd like to respond instead. Write it down, internalize it. Make that your intention.

I – What biases do you bring with you? How can you see through them? How can you set yourself up to make good choices throughout the day (i.e. keeping energy high, your body fueled, etc.)? What might cause you to step off track? What is the right course of action?

Source: Chris Holmberg, Middle Path Consulting