

Reflection is an opportunity. It supports us to be more intentional and reflect on learning opportunities and next steps in reaching your goals. Below is a framework that you can use, adapted from David B. Peterson, Director, Executive Coaching & Leadership at Google.

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?

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Annually 1 hour	<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?
Triennially Deep reflection every 2-3 years	<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?
Decadely (or quinquennially) 1 day every 5-10 years	<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?
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? ● When is my next opportunity to act with compassion and love? ● What else should I be asking myself or reflecting on?

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