

## ***Individual-level Reflections/Journaling***

In class, students do reflections because it is assigned by the professor. In the workplace, managers and executives do reflections because it is a *characteristic of career success*. The ability to create a habit, of one's own volition, with genuine thoughts aligned with personal and professional success is a mark of a quality organizational leader.

Doing this task daily is best but can be difficult in our fast-paced world; however, doing this task monthly is possible but it can be hard to remember the key, needed details. For many individuals, doing this task weekly may be the most practical solution. Honest truth? Choose whichever timeframe generates the best results for you.

Even a subject such as personal reflections has research that is recent, rigorous, and relevant. The following guidelines were excerpted and adapted from the following text:

Amabile, T., and Kramer, S. (2011), *The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work*, Harvard Business Review Press.

In the guidelines, four key words have the following respective definitions:

**Catalysts** -- behaviors that *help* with achievement or *help* change towards achievement

**Nourishers** -- behaviors that *produce or draw in* positive energy

**Inhibitors** -- behaviors that *hinder* achievement or *hinder* change towards achievement

**Toxins** -- behaviors that *consume or draw out* positive energy

### **Guidelines for Reflections/Journaling as an Individual**

- What event stands out in my mind from the workday, and how did it affect my work life?
- What progress did I make today and how did it affect my work life?
- What nourishers and catalysts supported me and my work today? How can I sustain them tomorrow?
- What one thing can I do to make progress on important work tomorrow?
- What setbacks did I have today, and how did they affect my work life? Additionally, what can I learn from them?
- What toxins and inhibitors impacted me and my work today? How can I weaken or avoid them tomorrow?
- Did I affect my colleagues' work lives positively today? How might I do so tomorrow?