



# YOUR WEEKLY REFLECTION GUIDE

By *3x5 Leadership*

## DAILY QUESTIONS

At the Beginning of the Day; taken from [Neil Pasricha's HBR article](#).

Today I:

- Will focus on...
- Am grateful for...
- Will let go of...

At the End of the Day

- How did I lead today?
- How did I follow today?
- If I could do today again, what would I do differently?

## WEEKLY QUESTIONS

- How did I spend my time this week? How did my time align to my values, goals, & priorities?
- What kind of progress did I make toward my "[big rocks](#)?"
- What did I learn this week? Why does this matter?
- How did I develop others this week?

## FOLLOWING SIGNIFICANT DEVELOPMENT EVENTS

3 questions to ask after you finish reading a book, following a significant experience, or a major developmental event.

- **What?:** Identify & clarify the major lessons learned from this book, experience, or event?
- **So What?:** Why do these lessons matter; what is the impact?
- **Now What?:** What will change in my behavior and/or leadership moving forward?

Next: After you have practiced a daily & weekly habit for four weeks or so, we encourage you to explore reflection questions that you can ask monthly, quarterly, semi-annually, and/or annually! These can target important topics like your values, your "[one big thing](#)," and how you're leading and developing your team.