

REFLECTION

- **Make an appointment with yourself - put it in your calendar and prepare for it as you would any other important meeting!**
- **Find a quiet spot where you will not be disturbed. Get comfortable: good lighting, comfortable seating, music, candle... whatever makes you feel good! Have all the tools you need: Notebook, pens, water to keep you hydrated...**
- **Now, take some time to reflect using the attached questionnaire. Be honest, be bold, color outside the lines! Spend time in each area and dig deep.**

HIGHLIGHTS

1. Start by listing the highlights of your year. List them first, then write about them.

The list can include your biggest achievements, your biggest lows or disappointments, what went as planned, what did not happen...

2. Take time to reflect on each one. Write about your successes – what did you do that made you successful. Write about the “not so successful” – what happened? What could you have done differently? Be honest and ruthless in your evaluation

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QUESTIONS TO HELP YOU STAY ON TRACK:

As you reflect on where you are, you may find that you are very far from where you wanted be! Taking time to reflect can help to keep you in check with your life journey.

Here are some questions you must ask yourself frequently to stay on track:

Am I using my time wisely?	
Am I taking anything for granted?	
What perspective do I hold?	

Am I living true to myself?	
How do I wake up in the morning?	
What do I think about before I sleep?	
What efforts am I putting into my relationships?	
Am I taking care of myself physically?	

Self-reflection helps you to be more conscious of your general state of mind, behavior, goals, and a host of other essentials. In your own way, make sure you develop the daily habit of reflection because it will help you learn from your mistakes, give you great ideas, help you help others, make you happier, and give you a perspective.