# Instructions for the Reflection Log

Effective, growing leaders demonstrate a pattern of action and reflection that maximizes their learning. The Reflection Log offers you an opportunity to notice what works well in your interactions and especially to learn from interactions that you experience as challenging or surprising. To utilize this tool, you are encouraged to use this form to process a pivotal event after it has occurred. The sooner the better so it is fresh in your memory.

Definitions for each column of the Log:

**Column 1-Event**. For any event you want to reflect upon, note the event here. An event may consist of a few lines of dialogue, a single question and response or prompt and response, or a lengthy segment of a meeting or discussion devoted to exploring a single topic or idea. Write down (in bullet form or sentences) a brief sketch of the event. If you provide some brief context to the event, make sure you identify the specific event, for instance by BOLDFACING that part you want to focus on.

**Column 2- My Left Hand**. In this column, try to capture the essence of those thoughts, assumptions, beliefs and expectations which were in your mind and which you did not deliberately communicate to the person or group. This is also the place to note any instinctive reactions or “gut feelings” you might have experienced but that probably weren’t voiced.

**Column 3- Actions and Outcomes**. Imagine you’re a video-camera capturing what an observer might see and hear in the exchange AS A RESULT OF YOUR OBSERVATIONS and ASSUMPTIONS. Focus here on what YOU did and how others responded to the specific event. Note as much as possible of the actual language you and others used. Describe gestures, actions, vocal qualities. In other words, what did you DO as a result of Columns 1 and 2, and then what happened?

**Column 4- Insights/Learning Intentions**. This is where you look at the fit between your left hand column, what you actually did and the outcomes. If there’s a **gap,** pose questions which might help you consider alternative explanations; probe your assumptions; examine your rationale for speaking differently from how you were thinking. If there’s **alignment** between the second and third columns, use this column to explore why you believe the strategy was effective. Note what you might do differently next time to generate better outcomes (in the case of the gap event) and to build on interactions which appear to be effective.

**Ref:** Francine Campone (2011)

The Reflective Coaching Practitioner Model – in Supervision in Coaching: Supervision, Ethics and Continuous Professional Development. Jonathan Passmore (ed.) 2011 Kogan

## Reflection Log

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| **EVENT** | **MY LEFT HAND** | **ACTIONS & OUTCOMES** | **INSIGHTS/LEARNING INTENTIONS** |
| Went Well Event  |  | Action:Outcome: |  |
| Surprise Event |  | Action:Outcome: |  |
| Optional Additional Event |  | Action:Outcome: |  |

**Ref:** Francine Campone (2011)