



MAXIMIZING MOMENTUM

REFLECTION GUIDE

PUTTING Q1 INSIGHTS INTO ACTION

Congratulations on reaching the end of the first quarter! As you reflect on the past three months and prepare for the year ahead, this reflection guide is designed to help you maximize the momentum gained and set a solid foundation for continued success. The following questions are crafted to prompt some healthy reflection, facilitate meaningful conversations with your team, and guide you in taking actionable steps towards your goals.

REFLECTION QUESTIONS

1. Mission Alignment:

- Reflecting on the past quarter, how often were you thinking about and integrating the organization's mission/purpose into your day-to-day work?
- How aligned were the results of your work with the organization's mission?
- What specific actions can you start doing, stop doing, or continue doing to better align with the mission in the upcoming quarter?

2. Team Health Assessment:

- How would you rate the level of alignment, trust, and synergy within your team over the last three months?
- Can you recall any instances of effective teamwork or collaboration during this period? If so, what made them successful?
- Based on your assessment, what are two or three commitments you and your team can make to enhance teamwork in the season ahead?

3. Personal Effectiveness Review:

- Reflecting on your personal productivity, did your efforts align with your priorities and objectives?
- How effectively did you manage your time and maintain boundaries to minimize distractions?
- Consider the feedback you received from others. Did you get enough constructive criticism to learn and grow? How did you respond to this feedback, and what can you do to improve in this area moving forward?

ACTION PLAN

Based on your reflections, identify three actionable steps you will take to leverage the insights gained from this reflection guide and propel yourself towards success in the upcoming quarter.

- 1.
- 2.
- 3.

Remember, the end of the first quarter is not just a time for reflection but also a period for action. Use the insights gained from this reflection guide to make informed decisions, foster growth, and achieve your goals. Wishing you continued success and momentum in the year ahead!