

Individual Reflection Tool

As described in the Review and Reflection instructions, personal reflections are a useful way to reflect on everyday work because it is comfortable and natural to do in the course of a work day. In this process, we ask individuals to prepare a short personal reflection to share with others. Individuals should not put too much pressure on themselves when preparing this reflection. There is no “right” way to do it. Just look back on experiences with the PTR process and choose something that was engaging and that stands out. We recommend that individuals write their personal reflection down because it is easier to remember with notes. In thinking about what experiences to share, individuals should consider the following:

- an “aha” moment about the process,
- something most exciting about the process,
- something engaging about the process,
- something frustrating about the process, and
- something that improved as a result of the process.

Individuals should use the steps below to guide them in writing a brief reflection to share with others. Complete steps 1-3 prior to the meeting, and bring the completed reflection to the meeting.

The Steps:

1. Write your personal reflection. Keep in mind that these reflections should be kept fairly short, 2-3 brief paragraphs is plenty. It may be useful to start your reflection with, “As I reflect on the PTR process, something that stands out for me is.....”
2. Once you have finished writing your reflection, read what you have just written and identify the following:
 - Who were the key players in your reflection?
 - What did you focus on in your reflection? Problems? Processes? Outcomes? Personnel? Students? Etc...
 - What were the significant events in your reflection?
 - What does your reflection reveal about what you learned?
3. Develop a title that best describes your reflection.