

FORD CONSULTING

Preparing for Reflective Space

5 Top Tips

1. Set time aside to think through, reflect and sift through your recent work
2. Be honest with yourself
3. Construct an agenda of what you'd like to explore, use a prompt sheet or mind map if it helps
4. Try keeping a reflective journal – jotting down ideas, successes, concerns, feelings and so on as they arise during your work
5. Question yourself about your work. Develop your own questions or try some of the following:
 - Who am I finding it most enjoyable to work with? What does this say about me?
 - Who am I finding it most difficult to work with? What does this say about me?
 - What is the best / worst working moment that has occurred since we last met?
 - What ethical issues am I troubled about?
 - What dilemmas am I facing? (with particular staff / colleagues or in general)
 - What issues do I find recurring with my staff / colleagues / managers?
 - What might this suggest I am noticing or ignoring?
 - What does this say about my work?
 - Which parts of my work do I find easy?
 - Which parts of my work do I avoid because I find them difficult?
 - What concerns do I have about my work?
 - What feedback have I had from my staff / colleagues / managers?
 - How should I be addressing the themes arising from this feedback?
 - How is the relationship between me and my staff / colleagues / managers?
 - What does the answer to this suggest about my management/leadership style?
 - How am I growing as a practitioner / leader?
 - What else is going on in my life that could spread light on the above issues?
 - What are my energy levels right now? Do I need to address this?