

LEADERSHIP INSIGHT CONSULTING

Weekly Leadership Reflection Worksheet

Week of: _____

SECTION 1: KEY DECISIONS THIS WEEK

What significant decisions did you make this week?

What information or perspectives guided each decision?

Looking back, would you make the same decisions? Why or why not?

SECTION 2: TEAM DYNAMICS OBSERVATIONS

What patterns did you notice in team interactions?

Were there moments of tension or misalignment? Describe:

What seemed to energize the team? What drained energy?

SECTION 3: COMMUNICATION EFFECTIVENESS

When did communication flow well? What enabled that?

Where did communication break down? What contributed to that?

What feedback did you receive (directly or indirectly)?

SECTION 4: LEADERSHIP ACTIONS

What specific leadership actions did you take this week?

What was the impact of those actions (intended and unintended)?

What leadership moments did you miss or avoid?

SECTION 5: AREAS OF UNCERTAINTY

What are you unsure about right now?

What questions do you need answers to?

Who might have helpful perspectives on these questions?

SECTION 6: ADJUSTMENTS FOR NEXT WEEK

Based on this week's observations, what will you do differently?

What specific behaviors will you pay attention to?

What support or resources do you need?

NOTE: This reflection is for your use only. The goal is honest self-assessment, not perfect documentation. What you notice matters more than what you write down.