



Clear Impact

Simple truths. Consistently applied.

## Reflection, Perspective Taking & Seeking

**Reflection** is spacious thinking from a quiet mind. It often involves asking important, big picture questions. We recommend scheduling at least one longer time for reflection each week, ideally away from your typical work. We recommend daily reflections in the morning (what's most important to me today?) and at the end of the day (how did I do with what I said was most important to me?). We also highly recommend multiple integrated cycles through the day of **Goal-Plan-Action-Reflection**, both individually and collectively. Reflection can focus on the past, present, or future.

- **On the past:** What did I commit to, and what were the results? What might be the root cause of some of the issues I seem to keep dealing with?
- **On the present:** This is often called mindfulness. How am I doing, right now? How is my breathing? Which part of my brain am I operating from? What am I feeling? What am I telling myself? One wonderful practice is to ask two questions throughout the day: Am I doing what's most important? Am I being who I want to be?
- **On the future:** What's most important for me to do today/this week/this month/this year? What do I most need to pay attention to, personally and professionally? What do I want to be able to say about myself, a year from now, that I cannot fully say today? What do I need to do in the next meeting to optimize my desired outcome?

**Perspective Taking** is putting myself in someone else's shoes, thinking of their experience in a way that is respectful and helps build a sense of being "in it together." Rather than harshly judging someone's activities, it can include the question, "Why might a reasonable person in that context act in that way?" A great perspective taking question is, "How could I present this to that person in a way that they would want to hear it, or even welcome it?" Reflection in perspective taking is very helpful: In the last week, how often did I take perspectives in a positive way? What are examples of that, and what were the results? What are some missed opportunities where it would have been good for me to take others' perspectives but I didn't?

**Perspective Seeking** is asking other people about their experience, their opinions, their ideas, in a way that is respectful and helps build engagement, collaboration and a sense of being "in it together." Seeking and integrating perspectives is vital for dealing

effectively with complexity. Reflection: In the last week, how often did I seek perspectives? What are some examples of that, and what were some of the results? What are some missed opportunities where it would have been good for me to seek others' perspectives but I didn't? If there were missed opportunities, what got in the way?