#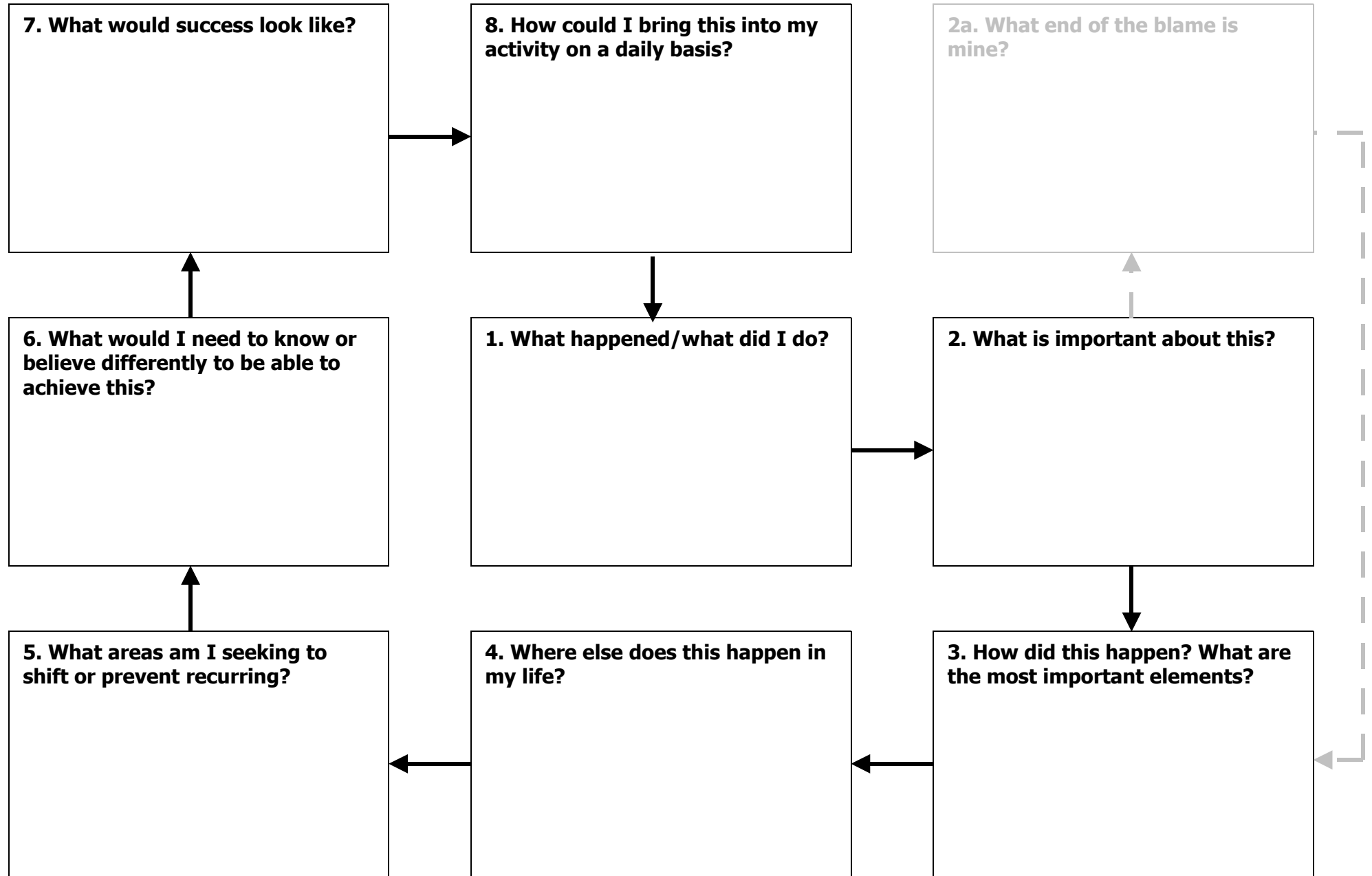 reflective diary tool - flow chart (Use supplementary sheets as necessary, at any time, referencing them at the appropriate stage.)

7. What would success look like?

8. How could I bring this into my activity on a daily basis?

2a. What end of the blame is mine?

6. What would I need to know or believe differently to be able to achieve this?

1. What happened/what did I do?

2. What is important about this?

5. What areas am I seeking to shift or prevent recurring?

4. Where else does this happen in my life?

3. How did this happen? What are the most important elements?

reflective diary - supplementary sheet (Reference each supplementary sheet on the flow chart.)

reflection stage:	**date of entry:**

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- each stage is optional - seek feedback where helpful to you
- write only what you want, and when you want
- date each entry - add new thoughts later whenever
- use a new flow-chart for each new issue/event
- start a new chart whenever a loop goes full-circle
- use new supplementary sheets as necessary

- refer each supplementary sheet back to its flow-chart and stage
- flow-charts can also be used to manage progress, feedback, etc
- you can use different coloured text, eg: red: priority, green: positive, etc.
- use a folder or ring-binder for all sheets
- if appropriate agree with your boss about private and open aspects
- try to focus on things you can change, and accept those that you cannot