



Accelerating  
Coach  
Excellence

Accelerating Coach Excellence *Presents,*  
**Foundations of Great Coaching**

## Reflection Calendar

Reflection is scalable - you can target it to something as small as a single meeting or moment in time or as large as your personal mission in life or 10 year career plan. Here's a simple framework to help you be more intentional and extract richer learning from your experiences, starting with just one minute a day.

Time frame	<b>Reflection questions</b> For each time frame: <b>Look Forward:</b> What is your intention? What do you need to do differently? <b>Look Backward:</b> What worked, what didn't, what have you learned?
<b>Daily</b> 1 minute	<ul style="list-style-type: none"> <li>• What new thing did I try today?</li> <li>• How did it go? What worked well, what didn't?</li> <li>• What's the most useful thing I learned today?</li> <li>• What opportunity did I miss?</li> <li>• What am I most grateful for?</li> <li>• What one thing will I do tomorrow to stretch my comfort zone?</li> </ul>
<b>Weekly</b> 3-4 minutes	<ul style="list-style-type: none"> <li>• What progress did I make last week? How satisfied am I with that?</li> <li>• What do I need to focus on in the coming week?</li> <li>• Where are my key opportunities to further my learning and development?</li> </ul>
<b>Monthly</b> 5-10 minutes	<ul style="list-style-type: none"> <li>• How am I doing on my development objectives? Am I satisfied with my progress?</li> <li>• Do I need to do anything differently to continue making progress?</li> <li>• What feedback do I want, who do I want it from, and how will I make sure I get it?</li> </ul>
<b>Quarterly</b> 15-20 minutes	<ul style="list-style-type: none"> <li>• What important lessons have I learned?</li> <li>• In the past 3 months, have I made the kind of impact on myself and my world that I want to make?</li> <li>• What are my key priorities for this coming quarter and what capabilities do I need to develop to achieve or fulfill them?</li> <li>• What do I need to do differently to manage my personal growth and professional development more effectively?</li> <li>• Where am I making excuses for something I need to take personal responsibility for?</li> <li>• When do I need to make a big bet on doing something new or radically different? What are the signals that I should be looking for?</li> </ul>

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<b>Annually</b> 1 hour	<ul style="list-style-type: none"> <li>• Is it worth one hour a year to take an honest assessment of my life, my priorities and what matters most to me and those I love?</li> <li>• What's most important in my life? What really matters?</li> <li>• How clearly do my actions and choices reflect those priorities?</li> <li>• Where do I want to be a year from now? What do I need to do or learn to get there?</li> <li>• What kind of person am I becoming? Who do I want to be? What values will I live by?</li> <li>• Am I on the best path to become the person and live the life I want?</li> <li>• How can I be more intentional about living my values and fulfilling my mission in life?</li> <li>• What kind of support do I need from others and where will I find it?</li> <li>• What course corrections or changes in my life do I need to implement this year?</li> <li>• What am I doing to renew, reinvigorate, and reinvent myself and my life?</li> </ul>
<b>Triennially</b> Deep reflection every 2-3 years	<ul style="list-style-type: none"> <li>• Given how fast things are changing around me, is it time to disrupt myself? How long do I have, realistically, before my life or career is disrupted by something else if I don't?</li> <li>• Given what I care about most deeply, what are the critical opportunities to capitalize on what will require me to pivot?</li> <li>• Where am I at greatest risk? What am I holding on to that I need to let go of?</li> <li>• Where am I most afraid of taking decisive action?</li> <li>• What's the bold move I know in my heart I need to make?</li> </ul>
<b>Decadely</b> <i>(or quinquennially)</i> 1 day every 5-10 years	<ul style="list-style-type: none"> <li>• Who do I want to be? What values do I want to guide my life? How do I connect to my deepest mission and purpose?</li> <li>• What kind of life am I living, and how does that compare to the life I want to live?</li> <li>• What do I need to invest in over the next 3-5 years to accomplish or fulfill what matters most?</li> <li>• What do I need to transform about myself or my life in order to accomplish my highest calling and purpose?</li> </ul>

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<b>Anytime</b> you're in a reflective mood	<ul style="list-style-type: none"><li>• What have I done lately to become a better person?</li><li>• What have I done to bring joy to someone's life today?</li><li>• When is my next opportunity to act with compassion and love?</li><li>• What else should I be asking myself or reflecting on?</li></ul>

**Adapted from:** Peterson, D. B. (2010). Good to great coaching: Accelerating the journey. In G. Hernez-Broome & L. A. Boyce (Eds.), *Advancing executive coaching: Setting the course for successful leadership coaching* (pp. 83-102). San Francisco: Jossey-Bass.