

## **Four Steps for Reflection**

### **Look, Think, Learn, Plan**

**Look** back

**Think** in depth

**Learn** about yourself

**Plan** your next steps

#### **Step 1: Look back at a situation or experience**

Look back at something that happened or some thought you find yourself focusing on and describe it briefly.

#### **Step 2: Think in depth about your experience or thought**

Think in depth about why your experience happened or why your thought is so important to you. What hunches, ideas, guesses, interpretations come to mind as you analyze your experience? (Probably the most important piece.)

Here are some phrases to use to get your thinking started:

“significant aspects were” or “important ideas were” or “useful issues arose from”

“previously I thought/felt/noticed or did not know, did not question ...”

“this might be because of” or “this is perhaps due to ....”

#### **Step 3: Describe what you learned about yourself or your role**

Write what you’ve learned about yourself, your role, or the situation.

Here are some phrases to get you started:

“I have learned that ...” or “I now realize ...” or “I now feel ...” or “I find myself wondering if ...”

#### **Step 4: Plan what you will do next**

Describe what you’re going to do next/ your action plan, next steps. This may be resolving to do something differently the next time; it may be adopting a new attitude or changed thinking; it may be needing to puzzle further.