

# Week 8

## Reflect Before You Refine



2/23/26

### Why it Matters:

Reflection is what turns curiosity into strategy. Without it, leaders refine too quickly and risk fixing the wrong thing.

### This Week's 1% Better Practice:

Before making a change, take ten minutes to reflect using one question:  
What does this information suggest we should do differently?

### Applying It:

#### What Triggered the Need to Refine?

A recent situation, project, or outcome that made me want to change something:

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#### What Actually Happened?

Describe the outcome without judgement or interpretation: \_\_\_\_\_

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#### Step Back & Reflect:

- What patterns do I notice? \_\_\_\_\_
- What assumptions might I be making? \_\_\_\_\_
- What feels most important to address and why? \_\_\_\_\_

#### What Does This Point To?

Based on reflection, this suggests we need to (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Clarify expectations  | <input type="checkbox"/> Adjust a process | <input type="checkbox"/> Build capacity or training |
| <input type="checkbox"/> Improve communication | <input type="checkbox"/> Slow down        | <input type="checkbox"/> Other: _____               |

#### Refine with Intention:

One small, thoughtful adjustment I will make: \_\_\_\_\_

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#### Reminder to Myself:

What do I want to remember before jumping straight to refinement? \_\_\_\_\_

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