

## WHY REFLECTION IS ONE OF YOUR CAREER SUPER POWERS

Let's be honest, today's workday is a relentless mash-up of back-to-back Zooms, pinging inboxes, Slack messages, and a creeping 3pm crisp craving. You race, you react, you rinse and repeat. And then you wonder why nothing's really changing.

But here's facts that will help you. Harvard research found that people who spent just 15 minutes a day reflecting improved their performance by 23% compared to those who didn't. That's nearly a quarter more effective: without working longer hours, downloading a new productivity app, or "optimising your morning routine" with kale smoothies.

Reflection isn't a luxury. It's your career debug tool, It's the difference between repeating the same year ten times and actually building the career you want. It's where tiny, intentional tweaks turn effort into insight, and insight into impact.

## 1. PRE-REFLECTION

When: Before the meeting, conversation, email, or opportunity.

Purpose: Show up with intent, not autopilot.

Questions:

- What do I actually want as the outcome?
- Who do I want to be in this room?
- What happened last time that can guide me now?
- What's the one message I need them to leave with?

## 2. DAILY RESET

When: Start or midpoint of your day.

Purpose: Manage your energy, not just your time.

Questions:

- What's most important for me today?
- Where will my energy be at its best — and how do I use that?
- What meetings or moments matter most today?
- Where can I give myself 10 minutes to breathe and regroup?

## 3. GROWTH REFLECTION

When: Weekly, or after a stretch period.

Purpose: Turn doing into learning.

Questions:

- What did I learn this week?
- What action moved me forward?
- What's one thing I tried that felt new or brave?
- How did I handle my inner gremlin?

## 4. Future-Facing Reflection

When: Before you say "yes" to anything new.

Purpose: Protect your priorities, not just your diary.

Questions:

- Is this aligned with where I'm heading?
- Will this move me forward or just keep me busy?
- What will I need to say no to if I say yes here?
- Does this play to my strengths?

## BONUS QUICK REFLECTION QUESTIONS

- What's one thing you did last month that made you proud?
- What have you been doing that's draining you?
- In that tricky situation you're dealing with - what are you pretending not to know?
- What did you do that felt like progress, even if nobody else noticed?
- What do you want more of next month?

## PRO TIP

REFLECTION ≠ WALLOWING.

THINK "DEBUGGING YOUR CAREER," NOT "STARING AT YOUR NAVEL."

TIME COMMITMENT: 3–15 MINUTES MAX.

PAYOFF: INTENTIONAL MOVES, BETTER DECISIONS, VISIBLE GROWTH.