

Daily Reflection:

1. What are you grateful for today?
2. Who did you talk to today? (e.g. direct reports, group meetings, etc)
 - a. [Insights]
 - b. [Action Items]
3. What important decisions did you make today?
 - a. [Motivations]
 - b. [Alternatives]
 - c. [Trade Offs]
 - d. [Needs a consult?]
4. What was especially challenging today?
 - a. [What did you learn?]
5. What from all this do you need to spend time on tomorrow?