REFLECT – ASSESS – PRACTICE³

Use this form after each topic to turn ideas into action.

TOPIC TITLE: _____ **DATE COMPLETED:** _____

1 REFLECT

Think about what you read.

KEY IDEAS THAT STOOD OUT

1. _____
2. _____
3. _____

WHAT CONNECTED MOST STRONGLY TO:

My goals _____

My current challenges _____

My work / life _____

MOST IMPORTANT LESSON

_____

_____

_____

DID THIS TOPIC CHALLENGE ANY ASSUMPTIONS OR HABITS?

☐ Yes ☐ No

If yes, explain: _____

_____

OTHER THOUGHTS / TAKEAWAYS

_____

_____

_____

2 ASSESS

Test and evaluate.

WHICH IDEA OR STRATEGY COULD YOU APPLY IMMEDIATELY?

- ☐ Resume / Applications
- ☐ Interview Preparation
- ☐ Communication
- ☐ Strategic Thinking
- ☐ Problem Solving
- ☐ Project Planning
- ☐ Leadership Examples
- ☐ Emotional Intelligence
- ☐ AI / ChatGPT Tools
- ☐ Teamwork Examples
- ☐ Other: _____

SMALL "PILOT TEST" ACTION

What is ONE small action you will test within the next 7 days?

_____

_____

_____

CONFIDENCE LEVEL

How confident do you feel applying this idea?

1 ○ 2 ○ 3 ○ 4 ○ 5 ○

Very Low — Very High

WHAT OBSTACLES MIGHT PREVENT SUCCESS?

_____

_____

WHAT SUPPORT OR RESOURCES MIGHT HELP?

_____

_____

3 PRACTICE – PRACTICE – PRACTICE

Turn insight into skill.

SPECIFIC SKILL TO PRACTICE

- ☐ Critical Thinking
- ☐ Creative Thinking
- ☐ Decision Making
- ☐ Communication
- ☐ Time Management
- ☐ Focus & Attention
- ☐ Learning & Memory
- ☐ Strategic Exploration
- ☐ Adaptability
- ☐ Other: _____

PRACTICE PLAN

Practice Activity	Frequency	Start Date

FEEDBACK SOURCES

- ☐ Mentor / Coach
- ☐ Colleague
- ☐ Supervisor / Manager
- ☐ Friend / Family Member
- ☐ LinkedIn Contact
- ☐ Online Community
- ☐ Self-Review / Reflection
- ☐ Other: _____

MISSION PROGRESS CHECK – After completing this topic, I feel:

- More Confident ☐
- More Prepared ☐
- More Focused ☐
- More Motivated ☐
- More Aware of Opportunities ☐
- Better Able to Explain My Ideas ☐
- Better Prepared for Conversations ☐
- Better Prepared to Apply This in Real Situations ☐

ONE ACTION I WILL TAKE BECAUSE OF THIS TOPIC:

_____

_____

_____

> *Reflectiont creates awareness.*
> *Assessment creates learning.*
> *Practice creates confidence.*
> *Action creates results.*

IDEAS ARE POWERFUL. ACTION MAKES THEM TRANSFORMATIVE.