



Weekly Reflection Template

A 15-minute practice that compounds over months.

Most people spend more time planning their next meeting than reflecting on the direction of their career.

Growth rarely comes from working harder alone. It comes from regularly stepping back, recognizing patterns, making small adjustments, and moving forward with intention.

Use this reflection once each week. There are no right or wrong answers—only honest ones. Over time, these weekly check-ins become a record of your growth, your resilience, and the decisions that shape your career.

This Week's Snapshot

Week of: _____

Overall, this week felt:

- ☐ Energizing
- ☐ Productive
- ☐ Challenging
- ☐ Stressful
- ☐ Encouraging
- ☐ Uncertain
- ☐ Other: _____

If you had to summarize the week in one sentence, what would it be?

1. What Went Well?

What are three wins from this week?

What made these successes possible?

2. What Was Difficult?

What challenged you this week?

How did you respond?

If you could replay one situation, what would you do differently?

3. What Did You Learn?

What new insight did you gain about:

Yourself

Your work

Other people

Leadership

4. Career Alignment Check

Did your work this week move you toward the professional life you want?

☐ Definitely

☐ Mostly

☐ Somewhat

☐ Not really

Why?

Did anything make you feel particularly energized or fulfilled?

Did anything consistently drain your energy?

5. Relationships

Who helped you this week?

Who did you encourage or support?

Is there anyone you should thank, follow up with, or reconnect with?

6. Progress

What meaningful progress did you make?

What remained unfinished?

What can wait?

What must happen next week?

7. Gratitude

List three things you're grateful for.

8. Looking Ahead

What are your three highest priorities for next week?

What one habit or behavior would make next week better?

What challenge are you expecting?

How will you prepare for it?

9. Personal Growth

How did you invest in yourself this week?

☐ Reading

☐ Learning

☐ Exercise

☐ Rest

☐ Family

☐ Faith

☐ Networking

☐ Coaching

☐ Reflection

☐ Other: _____

What is one thing you'll do next week to continue growing?

Final Reflection

Complete these sentences:

This week taught me...

Next week I will intentionally...

The person I am becoming is someone who...

Remember

Careers are rarely transformed by one dramatic decision.

They are built through hundreds of thoughtful choices made consistently over time.

Keep showing up.

Keep learning.

Keep reflecting.

Small improvements, repeated week after week, create extraordinary careers.