



# I Own It

Take some time in the evening to reflect on the things that you have accomplished throughout the day. This will guide you to become more aware of things that went well or did not go so well.



Leadership



15 Minutes



Advanced

Things I Did Well Today	How Did That Make Me Feel	Possible Reasons	What Can I Do To Keep This Going
<i>Complimented my coworker</i>	<i>Happy Proud</i>	<i>I communicated well, I motivated my coworker to do even better</i>	<i>Remember to compliment others more often</i>

Things I Did Not So Well Today	How Did That Make Me Feel	Possible Reasons	What Can I Do Better Next Time
<i>Did not react well to the feedback I received by my boss</i>	<i>Embarrassed Angry</i>	<i>I did not recognize my emotional triggers well, I did not use active listening</i>	<i>I could practice my self-calming strategies</i>

# Full Instructions

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This is a kind of mini-journal – giving you a taste of how to write down and reflect on your experiences and feelings.

It will help you to become more self-aware by focusing on things you can keep doing (if you did something good) and considering different strategies (when things didn't turn out well).

In the evening, think about how the day has been for you.

- There were likely times when you did or said something that helped you or someone else.
- There may also have been times when you did or said something that wasn't really helpful for you or someone else.