

# Reflect & Lead: The Leadership Reflection eBook



GetUnstuck

Break Free, Move Forward



- ◆ **What If Your Reflections Could Change Everything?**
- ◆ **Are You Reflecting or Just Repeating the Same Mistakes?**
- ◆ **How Can 10 Minutes of Reflection Transform Your Life?**
- ◆ **What's the Secret to Turning Insights Into Action?**
- ◆ **Why Do Some People Grow Faster Than Others?**
- ◆ **What If You Could Learn from Every Experience Without Regret?**

## **Purpose and Value**

Leadership today is complex, fast-paced, and often unpredictable. In this environment, technical skills and strategic thinking are not enough leaders must cultivate the ability to reflect. Reflection creates the space to pause, step back, and examine how we think, act, and lead.

The Reflect & Lead framework provides a simple but powerful approach to reflection. It helps leaders develop greater self-awareness, learn continuously from their experiences, and ultimately create meaningful change in their teams and organizations.



- ◆ Have you ever looked back on a decision and thought, ‘If only I’d seen this coming’? What if you could?
- ◆ What if the key to your next breakthrough isn’t more effort but better reflection?
- ◆ Do you ever feel like you’re spinning your wheels, despite all your hard work? What if the missing piece is how you process your experiences?
- ◆ Imagine making decisions with clarity, learning from every setback, and growing faster than ever. What would that change for you?
- ◆ What if you could turn every challenge into a lesson—and every lesson into progress?

## This eBook is designed for

- ◆ Emerging leaders who want to build strong habits early.
- ◆ Experienced managers seeking to sharpen their effectiveness and avoid stagnation.
- ◆ Team leads navigating challenges of influence, conflict, and performance.
- ◆ Anyone who aspires to grow through deeper self-understanding and purposeful action.
- ◆ Whether you’re managing a small project team or leading a division, this framework provides tools you can adapt to your own journey.

## How to Use This eBook

### You can use this resource in multiple ways

- ◆ **Individually:** As a self-guided reflection tool through journaling, worksheets, and exercises.
- ◆ **With a coach or mentor:** To deepen conversations and track progress over time.
- ◆ **In groups or organizations:** By integrating the framework into team debriefs, leadership programs, or feedback processes.
- ◆ **I encourage you to start small:** choose one recent leadership experience, walk it through the framework, and build from there. Over time, reflection will become not just a practice, but a way of leading.





# Context

**Principle:** Understanding the situation objectively provides clarity and identifies influences on your leadership.

**Practical Approach:** Write down what happened, your role, and who else was involved. Map out relationships and influences.

◆ **Schedule:** Immediately after the event or situation occurs (10-15 mins).

◆ **Reflection Prompts:**

- ◆ What happened?
- ◆ What was my role?
- ◆ Who else was involved, and how did they influence the situation?

**Review:** Weekly Review your notes and verify facts. Did you leave out anyone or any detail that shaped the situation?

**Accountability:** Share your commitments with a peer, mentor, or coach to stay on track.

**Outcome:** A clear understanding of the situation, your responsibilities, and the dynamics involved before taking action.





## Action

**Principle:** Actions reflect choices, values, and assumptions; understanding them helps identify leadership patterns.

**Practical Approach:** List every key decision or behavior. Note why you acted that way and which values influenced your choices.

◆ **Schedule:** Within 24 hours of the situation for clarity and memory accuracy (10-15 mins).

◆ **Reflection Prompts:**

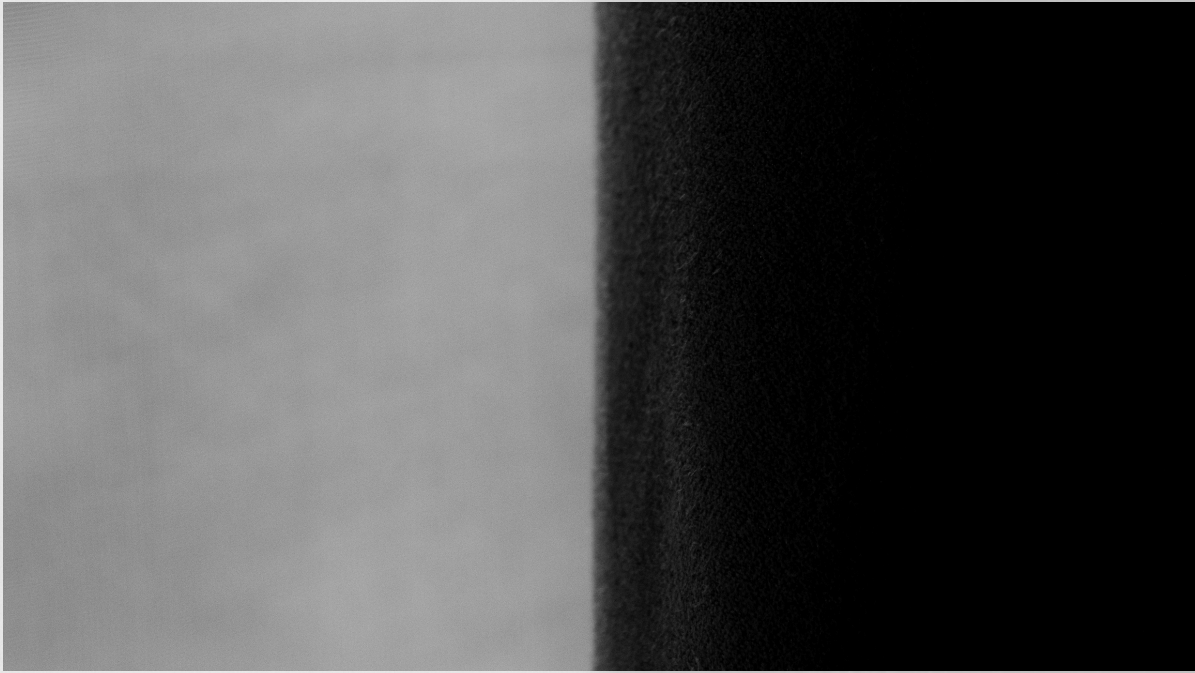
- ◆ What did I do or say?
- ◆ *What choices did I make, and why?*
- ◆ *How did my values/assumptions influence my actions?*

**Review:** Identify alternative actions you could have taken. Compare intended vs. actual behavior.

**Accountability:** Discuss your actions with a trusted peer, mentor or coach to gain perspective on blind spots.

**Outcome:** Insight into decision-making patterns, personal values in action, and areas for improvement.





# Results

**Principle:** Outcomes, both intended and unintended, reveal the real impact of leadership decisions.

**Practical Approach:** Record what happened after your actions, including feedback received and responses from others.

◆ **Schedule:** 1–2 days after the event, once feedback is received (10-15 mins).

◆ **Reflection Prompts:**

- ◆ What were the outcomes?
- ◆ *How did others respond?*
- ◆ *What feedback did I receive?*

**Review:** Compare intended results with actual outcomes. Identify gaps and surprises.

**Accountability:** Solicit feedback from affected parties to confirm your perspective.

**Outcome:** Awareness of leadership impact and understanding of external perception.





# Learnings

**Principle:** Reflection turns experience into growth by identifying strengths, weaknesses, and actionable insights.

**Practical Approach:** Write lessons learned, note strengths demonstrated, and areas for improvement. Plan next steps.

◆ **Schedule:** Weekly review or after completion of significant projects/situations (10-15 mins).

◆ **Reflection Prompts:**

- ◆ What did I learn about myself as a leader?
- ◆ *Where did I show strength?*
- ◆ *What could I do differently?*
- ◆ *How will I apply this learning?*

**Review:** Check for patterns across multiple experiences. Identify recurring triggers or successful strategies.

**Accountability:** Commit to specific next steps and share them with a mentor or accountability partner.

**Outcome:** Tangible leadership growth plan and increased self-awareness for future situations.





# Deeper Prompts

**Principle:** Emotional and values-based awareness enhances authenticity and resilience.

**Practical Approach:** Reflect on emotions, personal values, and long-term leadership connections. Journal or discuss in depth.

◆ **Schedule:** Monthly deep-dive or after a major milestone/event (20-30 mins)

◆ **Reflection Prompts:**

- ◆ How did I feel in the moment?
- ◆ *Which values were honored or challenged?*
- ◆ *How does this connect to my leadership journey?*

**Review:** Analyze patterns in triggers, emotional responses, and alignment with values.

**Accountability:** Share reflections with a coach/mentor for guidance on alignment with long-term goals.

**Outcome:** Monthly deep-dive or after a major milestone/event.





## Ready to turn reflection into Growth?

Most frameworks give you questions. Reflect & Lead gives you a clear path to action.

**Book a free 30-minute discovery call to:**

- ✓ Explore how the Reflect & Lead framework can address your specific leadership challenges.
- ✓ Get 1-2 personalized prompts to apply immediately to your current situation.
- ✓ Leave with a tailored next step—whether it's a deeper session, a toolkit, or a practical exercise.

**Schedule your call [HERE](#).**

**For more information:**

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