

LEADERSHIP REFLECTION JOURNAL



This journal belongs to:

If found please return to:



INTRODUCTION

This reflection guide is a supporting tool to help you practise the Girl Guide and Girl Scout leadership model in your daily life.

Reflection is an essential part of the experiential learning process, which is the core of our non-formal educational method. Learning by doing only really works when we have the chance to reflect on what happened and internalise what we learned as a result.

It also helps us take ownership of our own learning and identify our internal power and resources. This helps us take the lead in our learning, following our own path at our own pace. The more we know ourselves, the more aware we can be of how our actions and reactions affect others, and the more we can relate our learning to our lives.

DAILY REFLECTIVE PRACTICE

What is daily reflective practice?

When you make time, every day, to think about your feelings, emotions, actions and behaviours, you are practising daily reflection. It helps you develop your self-awareness and increases your capacity to respond to challenges, make decisions and cope with difficult situations. Daily reflective practice is a key foundation of the Girl Guide and Girl Scout Leadership Model.



TIP

It's ok if your answers to some of these questions are small things. Leadership is often not about big actions and decisions but rather small ones like a choice you made in your day, something you said to someone in a day-to-day conversation, etc. These tiny ripples count for far more than we realise!



Using the Girl Guide and Girl Scout Leadership Model to reflect

Our main tools for leadership practice are our six leadership mindsets: reflective, collaborative, worldly, creative and critical thinking, gender equality and responsible action. Learn more about the mindsets, [here](#). The six leadership mindsets help you to get different perspectives and influence your responses, behaviours, choices and actions. The more we reflect on our daily behaviours using the six leadership mindsets, the more we can make our leadership conscious and lead with purpose.

This reflection journal is a resource that you can use to support your reflective practice, using the six leadership mindsets. It will help you explore who you are as a leader and give you some guiding questions to facilitate your daily reflection. You can use those questions in different types of scenarios, and you can of course adapt them and create new ones that work for you.



LEADING YOURSELF
Reflective mindset



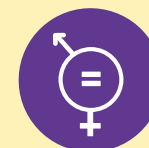
LEADING IN CONTEXT
Worldly mindset



LEADING RELATIONSHIPS
Collaborative mindset



LEADING FOR INNOVATION
Creative & critical thinking
mindset



LEADING FOR GIRLS' EMPOWERMENT
Gender equality mindset



LEADING FOR IMPACT
Responsible action mindset

HOW TO USE THIS TOOL

1. EXPLORE WHO YOU ARE AS A LEADER

We have created a set of 40 questions to understand your own leadership better. Use them to explore who you are as a leader. Not all questions will resonate with you – spend time on those you think will be most useful to you and leave the rest for another time.

2. DEFINE PERSONAL DEVELOPMENT OBJECTIVES.

In this journal, you will find a set of 30 questions that can help you define objectives for your personal growth. Use the ones that feel most relevant to you to decide on practical steps you can take to make your leadership more conscious.



3. PRACTISE DAILY REFLECTION.

We have imagined several daily-life scenarios in which using the leadership model can be useful. Use the questions that feel relevant to you and your situation.

4. REVISIT YOUR ANSWERS.

By practising daily reflection over a period of time, you might find that your leadership style is evolving. Come back to the questions you answered in step 1 and revisit your answers. Observe how they have evolved or stayed the same!

TIP



You do not have to answer all the questions in this guide, and certainly not in one go! Introspection is great but it is not all leadership is about. Make space to practise leadership in other ways as well.



LEARN MORE ABOUT...

YOURSELF!

The following questions can help you understand who you are as a leader, what values are important to you and what conditions you need to thrive. Use them as reflection starters – take your time to answer them and draw meaning from them. If you want to go deeper, you can use the “5 Whys technique” to help you go to the root of your values and behaviours. *Come back to these questions occasionally, as your answers may evolve the more you practise leadership using the Girl Guide and Girl Scout model*

What core values are most important to me?

- What is something I am proud of and why?
- In what way(s) have I made the world a better place and how?
- What am I passionate about?
- How have I stood up for someone and why?
- Why do I care about girls' rights?
- How and when have I spoken up for things I cared about?
- When have I not spoken up, but wish I had?
- If I could change one thing in the world what would it be?
- What makes me want to rebel?
- Who is my role model? Why do they inspire me?

What kind of leader am I right now?

- What makes me proud of my leadership?
- Does someone look up to me? Why am I a role model to them?
- When was a time I took a good decision?
- When was a time I took a bad decision?
- How have I helped someone dream bigger?
- When have I faced a challenge with a team? What was my role in that situation?
- When and how have I encouraged others to overcome a tough situation?
- What is a tough decision I had to make?
- When have I faced a fear and/or taken a risk?
- When have I changed someone's life?

THE “5 WHYS” TECHNIQUE:

Once you have an answer to a question, ask yourself why you answered that. Once you have the answer to that first “why”, ask yourself “why” again. Do it 5 times or until you have truly found the root cause of your answer.

What conditions do I need to thrive?

- What is my perfect day? What makes it perfect?
- What makes me stressed?
- What makes it hard for me to focus?
- What relaxes me?
- What makes it hard for me to be a good team player?
- What was a time when I innovated? What helped me think creatively?
- What was a time when I overcame self-doubt? What helped me gain confidence?
- What helps me have a clear vision of my objectives?
- What do my mind and body need when I am in high-pressure environments?
- Who in my life can I count on as my support system and what makes them the right person(s)?

What is my context?

- When did I first see myself as a leader?
- What scares me and why?
- What makes me angry and why?
- What was a time I opened my mind? What helped me change my mind?
- What was a time I recognised my own unconscious bias?
- When in my life have I felt furthest from home and why?
- What was a time I experienced culture shock and why?
- How does my culture influence my leadership?
- How have gender barriers affected me in my life?
- How have gender norms and stereotypes affected my life decisions?

What core values are most important to me?

What is something I am proud of and why?

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How have I helped someone dream bigger?



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When have I faced a challenge with a team?
What was my role in that situation?

When and how have I encouraged others to overcome a tough situation?

What is a tough decision I had to make?

When have I faced a fear and/or taken a risk?

When have I changed someone's life?



What conditions do I need to thrive?

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What makes it hard for me to focus?

What relaxes me?

What makes it hard for me to be a good team player?



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What was a time I experienced culture shock and why?

How does my culture influence my leadership?

How have gender barriers affected me in my life?

How have gender norms and stereotypes affected my life decisions?



WORK ON YOUR PERSONAL GROWTH

Use the following questions to create sustainable, positive leadership habits. Choose the questions that feel most relevant to you right now. This might change as you practise daily reflection, so come back to these questions when you need to.



WORK ON YOUR PERSONAL GROWTH



How can I encourage and role-model a positive self-care culture?

How can I create reflective habits for myself and for others?

How can I make my learnings and developments sustainable?

How can I share my reflections with others?

Who can I ask for feedback to help me reflect, learn and grow?

WORK ON YOUR

PERSONAL GROWTH



What bias do I know I have and how can I transform that?

What do I need to work on to be a better listener?

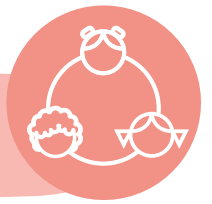
How can I ask better questions to understand others and their contexts?

How can I surround myself with people who can give me a different perspective?

How can I develop flexibility to accommodate other people's styles, circumstances and needs?

WORK ON YOUR

PERSONAL GROWTH



How can I be a supportive and positive presence for others?

How can I make sure no one feels left out?

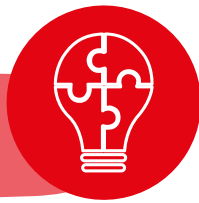
How can I create the systems for useful collaboration?

How can I help others build their confidence?

How can I keep sharing knowledge and ideas with others?

WORK ON YOUR

PERSONAL GROWTH



What can I do to take a critical look at information I receive?

What kind of questions do I need to ask to understand situations better?

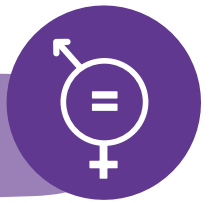
How can I keep a curious mind, and continue to explore and discover?

What would help me move out of my comfort zone and take informed risks?

How can I better separate my personal opinion from a fair assessment of the situation?

WORK ON YOUR

PERSONAL GROWTH



How can I develop my own opinion of how to reach gender equality?

How can I challenge people's thinking around gender equality in a constructive way?

What actions can I take to advance gender equality in my everyday life?

How can I lead #ForHerWorld and take into account girls' needs and concerns?

How can I make my leadership style more empowering for women and girls around me?

PRACTISE DAILY REFLECTION

Whether you are already familiar to reflective practice or completely new to it, this journal will help you make reflective practice conscious, until it naturally becomes an internalised behaviour, and a core part of your leadership.



TIP



Use this journal with courage and self-care! Look at yourself critically, but without judgement. Don't forget to recognise your strengths and the behaviours you are proud of, and to monitor your development and successes.

GETTING STARTED

We all find inspiration in different ways. Find your happy reflective place, that helps you be honest with yourself, challenge yourself and treat yourself kindly.

What is the best time of the day for me to reflect?

What environment helps me to reflect best?

Do I like to reflect in silence or with relaxing music on?

What activities could enable my reflection?

E.g. mindfulness, physical activity like walking, exercising or doing yoga, or even creative activities like drawing or playing music.

Try different things and find out what works best for you so you can create a daily reflection routine. Once reflective practice becomes a habit, you might need the regularity less as reflecting becomes automatic: when you are practising leadership at any given time, you will begin to recognise your decision, action or behaviour as leadership and will automatically take time to reflect on it.

30 QUESTIONS FOR

DAILY REFLECTION



What has been my highlight?

What has been my lowlight?

What have I learned?

What am I proud of today?

What could I have done differently?

30 QUESTIONS FOR

DAILY REFLECTION



What have I observed about other people today?

What current events could be affecting people's wellbeing?

How have I adapted your behaviour to your environment?

30 QUESTIONS FOR

DAILY REFLECTION



Have I created a safe space for people around you today?

YES

HOW?

NO

How have my actions today been (dis-)empowering for others?

Is there anyone I could check-in on/reach out to tomorrow?

30 QUESTIONS FOR

DAILY REFLECTION



Have I had any creative ideas?

YES

WHAT?

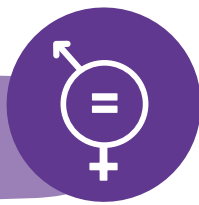
NO

What would I like to learn tomorrow?

What has happened today that I need to analyse?

30 QUESTIONS FOR

DAILY REFLECTION



Have I seen gender bias in action today?

YES

HOW?

NO

Have I unconsciously perpetuated gender norms?

What could I learn about gender equality tomorrow?

30 QUESTIONS FOR

DAILY REFLECTION



What inspired me today?

How have I led by example?

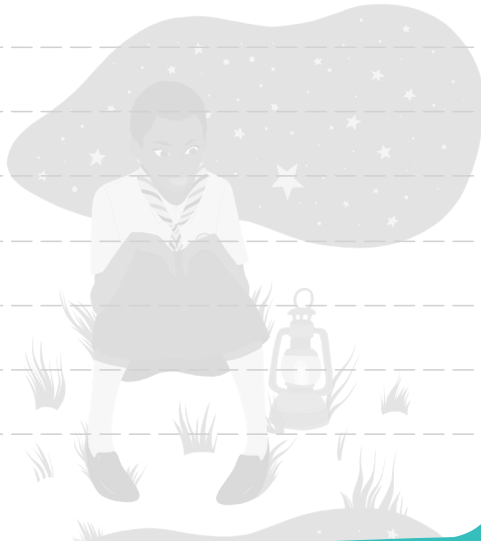
How have my actions been ethical and sustainable?

PRACTICE

DAILY REFLECTION

NOTES

A series of horizontal dashed lines for writing notes.



LEADERSHIP HABIT TRACKER

Use this tracker to monitor your positive leadership behaviours over a couple of months.



LEADERSHIP HABIT TRACKER

Use this tracker to monitor your positive leadership behaviours over a couple of months.

Done daily reflection

40 pairs of empty circles for tracking.

Helped someone

40 pairs of empty circles for tracking.

Been a positive presence for others

40 pairs of empty circles for tracking.

Been creative

40 pairs of empty circles for tracking.

Taken a risk

40 pairs of empty circles for tracking.

Paid attention to other people's feelings

40 pairs of empty circles for tracking.

Noticed my personal biases

40 pairs of empty circles for tracking.

Raised a girl or woman up

40 pairs of empty circles for tracking.

Challenged gender roles or stereotypes

40 pairs of empty circles for tracking.

Done a "good deed"

40 pairs of empty circles for tracking.

Spoken up for something I believe in

40 pairs of empty circles for tracking.

FURTHER YOUR REFLECTION

The way we deal with everyday situations is an important part of our leadership practice and reflection can help us in these moments. Use these questions to help you process and learn from a past experience or to support you in your decision-making process.



18 QUESTIONS TO REFLECT ABOUT A PAST EXPERIENCE

How did this situation make me feel?



How did my behaviour in the situation affect other people?

What have I learned from this situation?

What could I have done to understand the perspective of other people involved in this situation?



What unconscious bias might I have had in this situation?

How could I have adapted my behaviour to fit this particular context?

Could other people have helped me in this situation?



How could I have supported and valued the other people in this situation?

How could I have behaved differently to bring positive energy to this situation?

How could I have analysed the situation in depth to understand it better?



How could I have found out what I didn't know about this situation?

How could I have thought out of the box in this situation?

What gender norms and stereotypes could have had an impact in this situation?



What unconscious gender bias could have played a role?

How could I have supported and empowered girls and women in this situation?

What needed to be changed in this situation?



How could I have made sure this situation had the best outcome for everyone?

How could I have acted more in line with my values in this situation?

