

It's all about me

Reflection Log

This is a handy reflection tool that takes less than 5 minutes to do and that you can use on a regular basis to record the achievements you've made at work. This is really useful for when you have an annual appraisal, monthly one-to-one or in preparation for an interview.

Top tip – save this in your calendar as an appointment to dedicate some time to reflect on yourself. Add your reflections either into the reflection log or your diary directly and you can collate these together when you need them.

University of
Huddersfield
Inspiring global professionals

Part of your Careers and
Employability Service 'Here
for Life' graduate toolkit

Date:

What have I enjoyed
this week/month?

What are my biggest
achievements?

How did I make an
impact on others?

What was my biggest
challenge?

What skills have I
demonstrated?

What new skills have
I gained?

How confident
did I feel?

What do I need to
work on?

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