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Individual   
Reflection Plan

## Purpose

This tool supports City government practitioners in building a reflection plan. To learn more, review the Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

Set aside 30 minutes to build your reflection plan. Find a comfortable space to think and prepare to sit with questions about your routine.

## Why

Why do you care about working for the City of Philadelphia?

Why do you care about practicing equitable community engagement?

Why do you care about developing a reflection routine?

## Routine

What most prevents you from developing a reflection routine?

What do you need from your supervisor or team to develop a reflection routine?

In moments of scarcity, what can you tell yourself to stay committed to pausing for reflection?

## Plan

When will your scheduled reflections occur? Remember to schedule these times into your calendar on an ongoing basis.

* Daily: At what time?
* Weekly: On what day and time?
* Monthly: On what day and time?
* Other:

When will your ad hoc reflections occur? Consider experiences that may benefit from a moment of pause.

* Engagements: Before, during, or after?
* Moments of conflict: Before, during, or after?
* Supervisor meetings: Before, during, or after?
* Team meetings: Before, during, or after?
* Other:

What questions are most important for you to consider during your reflections? For questions to consider, review the Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).