

I Own It



15 Minutes a Day



Each evening, 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.

Things I did well today	How that made 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 that made me feel	Possible reasons	What can I do better next time
<i>I did not react well to the feedback I received by my boss</i>	<i>Embarrassed Angry</i>	<i>I did not recognise my emotional triggers well; I did not use active listening</i>	<i>I could practise my self-calming strategies</i>

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.