Leadership Reflection Tool: An introspective approach to professional growth for those leading organizations, teams and and other early care and education professionals

A tool for Early Care and Education professionals leading organizations, teams, and other professionals for engaging in self-reflection and informing ongoing CQI efforts for strengthening professional knowledge, skills and dispositions. This resource is also a companion to the Leadership & Management Standards Self-Assessment Tool and TA Provider Self-Assessment Tool. Use this reflective tool to support your CQI efforts, gauge progress, and identify additional supports for achieving set goals.

SMART Goal #1:

SMART Goal #2:

SMART GOAL #3 (Dispositions):

Self-Rating: "Highly Skilled" and "Proficient"

Leveraging my strengths:	Action towards goal:	Challenges and tracking progress:	Resource and Additional Support:
What has contributed to my effectiveness in these areas and dispositions?	What is one action I can take this week to advance progress?	Today, I feel accomplished focusing on or implementing…	What supports or systems help me do this well? What feedback from staff or others has been most impactful?
What feedback have I received from my peers, staff or others that aligns with my self-rating?	How can I plan to further develop my strengths or exhibit leadership in these areas?	What was a highlight of today's work?	What resources would accelerate my growth (i.e., workshop, coaching, mentoring, study group with colleagues)?
How does this strength serve me? How does it support my staff or those I support?	What one step can I take to build upon this skill area next week?	What patterns are emerging in my strengths and areas of challenge?	Where might I find the PD that I need?
What recent successes highlight my core strengths?	What opportunities can I create or leverage to practice new skills?	How will I know if I am still growing in this area? How will my practice change?	How might I mentor or coach others to build their capacity in this skill?
What patterns do I notice in my decision-making that reflect my strengths?	How can I align these steps with organizational priorities for maximum impact?	Which professional or personal challenge may be a blockage for me in growing others?	How do I stay curious and proactive about new resources, systems, and tools? What drives my ongoing learning and how do I share it with others? Who in my network can provide insight or challenge my thinking?
What specific behaviors or practices will help me move closer to my next leadership goal?		How do I know I am creating lasting impact beyond short-term results?	How can I create space for reflection and learning amid daily demands?
		What feedback loops can I establish to stay accountable and adaptive?	
		Where do I need to adjust my strategy based on what I've learned so far?	What support do I need from my team or organization to continue experiencing success? exhibit leadership in these areas?

Self-Rating: "Emerging" and "Area of Growth"

Leveraging my strengths:

What contributes to my progress in emerging competencies and dispositions?

What feedback have I received that confirms progress in my emerging skills?

What recent situations have allowed me to step outside my comfort zone?

How might improving the skill(s) identified as areas of growth impact my effectiveness?

What do I see as the ideal outcome?

How committed am I to achieving this goal?

What do I need to address to set myself up for success?

What situations highlight these areas for improvement most clearly?

What strengths can I draw on to support growth in this area needing development?

Actions toward goals:

What old assumptions am I still relying on that might need to be challenged?

What opportunities can I create to practice this skill more often?

How can I break down this development goal into manageable milestones?

What is one small, intentional action I can take this week to strengthen my emerging skill?

What is one simple action that I could do daily, that over time could make a difference?

How will I stay inspired in moving towards your goal?

How could I reframe my attitude to get more positive outcomes and achieve my goal?

What are a few possibilities to close the gap between where I am and where I want to be?

What is one habit or behavior that I could replace with a more positive one?

Challenges & Tracking Progress:

What new learning and insights are emerging from my failures?

What evidence shows that I'm making progress- even if it is slow?

How do I use my small wins or early successes to build my confidence and momentum? What impact have I seen from this approach?

What challenges have I faced while trying to apply this skill, and what patterns do I notice?

What habits or mindsets have served me well— and which might be holding me back now?

What is a specific challenge I've encountered, and how did I handle it?

What surprised me in working through a challenge?

What new strength is emerging?

How will I reward myself when I meet this goal?

What do I need to do differently this week?

Is there a habit or behavior that is not working for me and I may need to reflect upon for change?

What barriers have prevented me from developing this skill in the past?

Resource and Additional Support:

What feedback have I received recently that surprised me, and what does that reveal?

What conditions help me reflect most effectively?

What sources do I trust, and how do I critically evaluate new information before applying it?

Who can I observe or learn from who demonstrates this skill effectively?

What tools or frameworks could help me practice and refine this skill?

What support do I need from my organization, peers or staff to succeed?

What training topics or courses may be useful in supporting my goal? Where might I find the PD that I need?

What resources that I already have do I need to implement or set me up for success around my goals?

What opportunities can I seek out to practice this skill in a safe environment?

What training, coaching, or mentoring could help me close this gap?

What tools or frameworks could make practicing this skill easier?

Who might serve as an accountability partner in reaching this goal?