STUDENT SELF-REFLECTION WORKSHEET

Instructions:

There are four intentions with this worksheet:

1. To provide a space for self-reflective thinking and to be mindful about your work at the library.
2. To identify areas for growth.
3. To practice the skills of giving and receiving feedback.
4. The final intention is yours, and what you want to put into this worksheet.

While the focus of this form is work, we must acknowledge that sometimes life outside of work can impact our “work-life,” so it is ok if your responses include things outside of the work.

Please be thoughtful about your answers, and take your time. In some sections I ask you to write at least 4 complete sentences—these sections are clearly labeled. If there is no label, then please answer that question to the best of your ability. You can list bullet points, or write in full paragraphs; the choice is yours.

\*Legal disclaimer: All full-time university employees are “responsible reporters.” This means that if some of the feedback you want to provide entails harassment, sexual harassment, or any form of sexual assault perpetrated either on campus or off campus, all full-time university employees are legally required by Illinois law to report the incident(s) to the university’s Title IX officer. University employees are also required to disclose your name.

**Clarifying questions to ask during the check-in meeting:**

* I didn’t quite understand that feedback. Can you explain that again?
* Rephrase the statement back—When you said this, did you mean…?
* Help me to understand more about this.
* Can you give me an example?
* Walk me through that.
* How did that impact you?
* Can you help me get more perspective on that?

**What will this conversation look like?**

Since this is your conversation, you are going to take the lead.

I will listen along and take notes. I may ask some follow-up questions.

After we finish that part of the conversation, then I will read some of my observations that I have prepared on my own worksheet. You are always free to stop me and ask for clarification. Sometimes my observations will be wrong—please correct my observation.

**A Learning conversation**

A useful metaphor to describe how this conversation will go is like two people building a puzzle. You have your pieces, and I have mine. Now it’s our challenge to share our pieces and put the puzzle together and make one cohesive image. Some pieces might not fit, and that can feel frustrating—and that’s ok. It’s possible we’re trying to put the wrong pieces together.

**Definition of a Habit**

-A routine, a practice, or a pattern of behavior performed regularly, sometimes in response to external or internal stimuli.

**Ground Rules**

1. **Live into your values.**
2. **Be vulnerable.**
3. **Listen with an open mind.**
4. **Think before speaking.**
5. **Stay mentally and physically present.**
6. **Ask for a break, if needed.**
7. **Talk about the problem (if there is one) and not the person.**
8. **Identify action items.**
9. **Record outcomes and possibly a follow up.**

Part I: Recognition

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| **Prompts** | **My Responses** |
| **Complete the prompt in the box to the right to set your intentions for the meeting.** | My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  My top two values are  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I will live into my values in this meeting by giving myself the space and permission to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **Where do I find the value in the work that I do for the library?** | 3 sentences minimum |
| **What do I do well? What strengths or skills do I bring to the team?** | 3 sentences minimum |
| **What areas about myself would I like to grow and develop?** | 3 sentences minimum |
| **If your direct supervisor gave you feedback about your performance at work, what would they say about your performance?** | 3 sentences minimum |
| **How do I usually respond when someone is correcting my behavior or correcting me?** | 3 sentences minimum |
| **What habit or habits would you like to cultivate? Complete the prompt(s). You only need to complete one, but you can choose two habits.** | 1. The habit I want to cultivate is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I want to cultivate this habit because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  2. The habit I want to cultivate is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I want to cultivate this habit because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **How are you going to cultivate at least one of the habits you wrote above? Complete the prompt** | I want to do this habit when I…  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (select a time and/or location).  This will help me cultivate this habit by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

Part II: A Mindful Moment

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| **What was it like completing this form? Describe the experience.** |  |
| **As I completed this form, what sensations did I feel in my body?**  **Examples:**   * **My heart was beating fast.** * **I didn’t notice anything.** |  |
| **As I completed this form, what moods or feelings did I notice?**  **Examples:**   * **I felt happy.** * **I felt anxious.** |  |
| **As I completed this form, what thoughts went through my mind?**  **Example:**   * **I was worried I was in trouble.** * **I was looking forward to hearing feedback.** |  |
| **What are my thoughts right now?** |  |
| **What words or messages do I need to hear that are nourishing for my well-being?** |  |