



## ENLIGHTEN EXERCISE #31

### Being Mindful Through Self-Reflection

| How Often? | How long?   | What to think about...  |
|------------|---|---|
| Daily      | For about one minute.   | <i>What new thing did I do today?<br/>How did it go?<br/>What one thing will I do differently tomorrow?</i>   |
| Weekly     | Three to five minutes.  | <i>What kind of progress did I make last week?<br/>What do I need to focus on this next week?</i>   |
| Monthly    | Five to 10 minutes.   | <i>How am I doing on my learning objectives?<br/>What do I need to do to keep learning?<br/>How will I get meaningful feedback?</i>   |
| Quarterly  | 10 to 15 minutes.   | <i>How am I doing on my development?<br/>What is most important for my success going forward?</i>   |
| Annually   | One hour.   | <i>Where do I stand relative to what matters to me?<br/>What really matters to me?<br/>Where do I want to be a year from now, and how do I get there?<br/>What do I need to do to manage my learning more effectively?<br/>What do I need to do to make sure I'm not missing something important?</i> |
| Ongoing    | Every five to 10 years or so, consider a personal retreat for a day or a quiet afternoon. | <i>Who do I want to be?<br/>What values do I want to live by?<br/>How am I doing?<br/>What do I need to do in the next five years to accomplish what matters most?</i>  |