

## Conversation Reflection Template

Name

Date

### GOALS: WHAT ARE MY GOALS?

**Things to Reflect on:** Were your goals appropriate? / Do you have a clear vision of where you need to go? / Did you discuss anything you did not consider?

### REALITY: BEING REALISTIC AND AWARE OF THE CURRENT SITUATION.

**Things to Reflect on:** What did your manager say about your current situation? / Do you feel more clarity on your current situation?

### OPTIONS: HOW CAN WE CONTRIBUTE TO A SOLUTION?

**Things to Reflect on:** Did you discuss options for solutions? / What were they? / Did discussing this with your manager help? How?

### WILL: A PLAN OF ACTION.

**Things to Reflect on:** Did you outline a plan of action with your manager? / Have you agreed to follow up on this meeting? / Has your manager helped motivate you and/or steer you in the right direction?