

Part 1

Why self-reflection matters for career development

As a part of your learning journey 'Aarohan' at TKIL, self reflection steps in as a powerful tool for growth.

Pausing to review your experiences helps you celebrate successes, learn from mistakes, and identify areas for improvement. These insights allow you to approach the future with clarity and intention in a fast-moving organisation.

Introspection takes this further by exploring your thoughts, motivations, and personal values. Building self-awareness ensures your goals remain authentic and aligned with how you define career and job satisfaction.

Reflection also sets the stage for meaningful goal-setting. It highlights what you truly want, which strategies worked, and where to focus next. This clarity makes ambitions achievable and relevant, whether you're aiming for a managerial position, a lateral move in TKIL, or a new project that advances your professional development.

Reflection also fosters adaptability. By examining how you navigated change, you strengthen resilience and prepare for future challenges.

Here are some questions and guideline...

1) What achievements am I most satisfied with this year?

Reflecting on achievements builds confidence and highlights where you've added the most value. It also helps you identify patterns in your success. Do they come from leadership, technical expertise, collaboration, or customer impact?

Action step: Write down three achievements and note the specific skills you used. This will prepare you for performance reviews, interviews, and conversations about your career path.

Example: "I led a project that reduced costs by 15% and improved delivery times, showcasing my ability to manage resources efficiently."

2) Which specific skills have I strengthened recently?

Tracking skill growth guides training priorities and supports progression or lateral moves. It shows where learning has translated into impact and which online courses, stretch assignments, or mentoring contributed to progress.

Action step: List two skills you strengthened and one priority skill to build next. Choose a course, mentorship programme, or on-the-job project to develop it.

Example: “Completed advanced data analysis training and improved facilitation. Next, I’ll develop stakeholder influence by chairing a monthly forum.”

3) Where do I want to be in the next two to three years?

A medium-term horizon clarifies capabilities and experiences needed for progression. It prevents drift and focuses effort on career development opportunities.

Action step: Define one target position and three capabilities required. Set quarterly milestones and a simple skills plan.

Example: “Move into a managerial position. Build budgeting, coaching, and stakeholder management through Q1 to Q4 stretch projects.”

4) What feedback have I received, and what did I do with it?

Using feedback demonstrates adaptability and continuous improvement. Even negative feedback can be advantageous to your career growth. Closing the loop builds trust with managers and colleagues.

Action step: Summarise recent feedback, actions taken, and outcomes. Ask for follow up feedback within six weeks – from your manager, or from a direct report if you lead others.

Example: “I improved time management with a scheduling tool; handovers now meet deadlines and project quality has improved.”

5) Which tasks give me the most energy?

Energy signals where you can add the greatest value and sustain performance. Mapping energisers and drainers informs workload design which can help you support your work life balance and wellbeing.

Action step: Identify two energising tasks and one draining task. Seek projects aligned to strengths and streamline or delegate low-value work.

Example: “Mentoring and solving complex issues energise me; repetitive reporting drains energy. I’ll automate reports and mentor a colleague weekly.”

6) What challenges have I managed successfully?

Challenges reveal resilience, problem-solving, and risk management – capabilities employers value highly when promoting employees up the career ladder.

Action step: Capture the context, actions, and results for two challenges. Turn each into a concise case study for reviews or interviews.

Example: “Resolved a major client issue under tight deadlines by coordinating cross functional support, retained the account, and lifted NPS.”

7) How do I measure success in my current position?

Clear success metrics align expectations with your organisation and help you prioritise. They make progress visible and strengthen job satisfaction.

Action step: Write three metrics you can influence (e.g., timeliness, quality, stakeholder satisfaction) and track them monthly.

Example: “On time delivery $\geq 95\%$, defect rate $\leq 1\%$, stakeholder score $\geq 4/5$. I’ll review results on the last Friday of each month.”

8) Where are the gaps in my skills or experience?

Identifying gaps focuses learning and prevents stagnation. It informs targeted career development rather than general training.

Action step: Choose one gap to close first. Plan a project, course, or mentorship programme with dates and success criteria.

Example: “Limited exposure to budgeting – co-own Q2 forecasting with finance and complete a short budgeting programme.”

9) Do my personal values align with my organisation's?

Alignment improves engagement and long-term career satisfaction. Persistent misalignment may indicate a change is needed.

Action step: Map your top three personal values against company behaviours. Discuss opportunities that better reflect those values with your manager or mentor.

Example: “I value transparency and collaboration. I’ll propose a monthly open forum to share project learnings across teams.”

10) What actions will move me closer to my goals?

Insight matters when it becomes action. Small, consistent steps compound into meaningful progress and build momentum toward growth goals.

Action step: Set three SMART goals: one skills goal, one visibility goal, and one career readiness goal – and review monthly.

Example: “Complete a leadership programme, present at a cross functional forum, and mentor a colleague to build coaching capability and professional connections.”

Turning insight into action

Reflection matters only when it leads to progress. Use your answers to set clear goals, seek mentoring through a mentorship programme, and build new skills via online courses and stretch assignments, while leveraging networking to expand your professional connections. Balance ambition with self-care to protect your mental health and physical health..

Part 2)

Self reflection and Self evaluation for Project Managers

Regular self-reflection helps project managers identify strengths, recognize blind spots, and refine leadership approaches.

Use these targeted questions to evaluate your planning, execution, and communication skills.

Project Planning & Organization

1. Did I clearly define project goals, and did all stakeholders agree on these deliverables at the start?
2. How accurate were my initial timelines and resource estimates?
3. Where did I miscalculate?
4. Did I establish effective tracking methods, or did teams struggle to follow our progress?

Risk & Scope Management

1. How proactive was I in identifying and mitigating risks before they impacted the project?
2. When unexpected issues or scope changes occurred, did I follow a clear change-control process?
3. Did I over-commit to client or stakeholder demands, leading to unnecessary team burnout?

Team Leadership & Collaboration

1. Did I clearly communicate expectations, or were team members frequently confused about their roles?
2. How effectively did I resolve conflicts and keep team morale high during stressful phases?
3. Did I actively listen to my team's feedback and implement their ideas?

Communication & Stakeholder Management

1. Did I tailor my updates appropriately (e.g., providing high-level summaries for executives vs. detailed breakdowns for builders)?
2. Were my status reports transparent, or did I hide bad news rather than addressing it?
3. Did I foster a collaborative environment where stakeholders felt supported and informed?

Review & Growth

1. Did this project succeed based on its original triple constraint (Scope, Schedule, Cost)?
2. What is the single biggest lesson I learned from this project that I will apply to the next?
3. What specific skills do I need to develop next to improve my project management abilities?

Part 3

How to conduct a Group/ team project reflection

Reflecting on a completed project is important because it enables digital service delivery teams to identify strengths and weaknesses in current methods, allows for targeted improvement, and fosters a culture of excellence within teams. The process of reflecting and learning requires planning and whole-team participation.

The **five Ws** of a project reflection: What, when, why, who, and where

- **What is a project reflection?**

Teams can use a project reflection as a learning mechanism. Project reflections help to identify strengths, challenges, and areas for improvement, as well as to celebrate achievements and share feedback.

- **When do you conduct a project reflection?**

A project reflection generally occurs at the end of a project. Mid-project check-ins may also be appropriate given the length, complexity, or size of a project.

- **Why do you conduct project reflections?**

Reflections are a catalyst for growth. Reflecting on past projects allows us to make better informed decisions on future projects.

- **Who participates in a project reflection?**

The participants of a project reflection are project members who will contribute their experience and reflect on what occurred on a project, what outcomes were achieved, and how their contributions impacted the project outcomes.

- **Where do we conduct a project reflection?**

A project reflection can happen either in person or online. The goal is to create a safe space to achieve maximum participation and candidness.

How to conduct a project reflection

STEP 1

Prepare

Facilitators should schedule one-and-a-half to two hours for a productive reflection session. A two-hour session is highly recommended for sessions with more than six participants, or for teams that encounter challenges throughout a project. Leading up to the session, facilitators will:

Prepare the project reflection prompts.

1. Remind the team of project goals.
2. Did we achieve our goals? How do we know?
3. Did the outcomes change? When and why?
4. What are a few of our biggest achievements?
5. What are a few of our biggest challenges?
6. What would we do differently knowing what we know now?
7. What should we look for to assess our impact in the future?

STEP 2

Share reflection prompts with all participants two to three days ahead of the scheduled session to allow participants to gather their thoughts ahead of time. Project reflection prompts should be a series of questions that allow team members to thoughtfully look back on their former project's engagements and goals.

STEP 3

Devote time: Give the first 10 to 15 minutes of the session to giving the team some space to verbally reflect on the project goals. This includes assessing if team goals were met or if they changed over the course of the engagement.

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