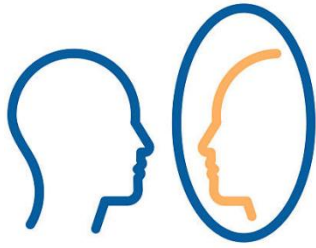


SELF REFLECTION QUESTIONS & TASK



Reflection gives us an opportunity to both look back on what happened and think about (and name) where we want to go in the future.

Through this process, we identify where we've focused our time and energy, what was and is important to us, and what we've learned.

When we come together with our team and share our reflections, we seize the opportunity to build alignment, identify and prioritize shared goals, and recognize ways to work better together.

SECTION 1

Individual Exercise

Pre-Work TASK : Ask yourself these questions and bring your answers in the AAROHAN Diary to the session.

Communication & Listening

- Do I actively listen to others without interrupting?
- How clearly do I express my thoughts and ideas?
- Do I ask clarifying questions when I am confused?
- Am I comfortable sharing honest feedback with teammates?

Contribution & Reliability

- Do I deliver my assigned tasks on time?
- Is the quality of my work up to team standards?
- Do I proactively offer help when a teammate struggles?
- Am I pulling my fair weight on shared projects?

Flexibility & Openness

- How do I react when a teammate disagrees with me?
- Am I willing to change my mind based on new data?
- Do I support team decisions, even if I voted against them?
- How well do I handle unexpected changes in project scope?

Conflict & Problem Solving

- Do I address team conflicts directly or avoid them?
- Do I focus on solving problems or placing blame?
- How well do I manage stress during tight deadlines?
- Do I stay calm when team discussions get heated?

Support & Recognition

- Do I celebrate and credit my teammates' successes?
- How inclusive am I of quieter team members?
- Do I value diverse perspectives and working styles?
- Does my presence boost or drain team morale?

SECTION 2

Team Reflection Questions

Pre-Work TASK: You may do this with your team members in a group discussion, before the session. Note your own answers in the AAROHAN diary and bring them to the workshop.

Team Learning & Development Reflection Questions

1. What were your team's top 3 priorities this year?
2. Do you feel that you were spending time on the right things?
3. Name 3 highlights from the year and 3 lowlights.
4. What did your team do this past year that had the most meaningful that impact?
5. What team deliverable are you proud of? Why is it something you're proud of?
6. Name a noble failure from this past year and what did you learn?
7. What goals did you make progress on?
8. What factors (internal or external, day-to-day or big-picture) do you think contributed to that progress or lack thereof?
9. What's 1 risk your team took together this year that paid off?
10. How did you decide to take that risk? Why do you think the risk worked so well for your team?
11. ****Create a plan: ****What does your team need to be successful in working towards its goals this year? How can you work together to make sure that happens?
12. Commit to 2 things you'll do more of as a team and 2 things you'll do less of in the year ahead.

Ways of Working Reflection Questions

1. What were some notable decisions that happened on your team this year?
2. Did your team try any new technology tools or processes this past year?
3. What was our meeting load like this year?
4. What do you wish had been an email instead?
5. What team communication channel felt the most valuable this year?
6. What's one communication channel you'd like to change?
7. When you have a question about a project, where do you go to get an answer?
8. What's something you feel like you spend too much time on?
9. Why do you think the amount of time or effort you spend on that task*/activity doesn't feel worthwhile?

Relationships & colleagues at work

1. What's your most enjoyable relationship at work? What about one that causes you stress or concern?
2. How might your own actions and mindset be affecting those work relationships?
3. What was something you asked for help in last year and that made you glad you asked?
4. Share an example of a misunderstanding you had in the past year.
5. Were you a mentor or mentee to anyone?
6. How would your teammates describe your collaboration style?

7. How did you help your teammates achieve their goals? How did you hinder them?
8. Are there any common threads you're noticing? What might this tell you about your own strengths and opportunities for growth?
9. What would make you feel more fulfilled in your work relationships?
10. **Create your plan: **How will you foster stronger relationships with your colleagues this year?
11. Commit to 1-3 specific activities you'll do towards this goal.
12. Name 1 new way you can support your teammates in the new year 2027 and 1 way they can support you.

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