



Weekly Leadership Reflection



ELEVATED
LEADERSHIP

Lead Yourself.
Lead Others.
Lead What Matters.

PAUSE. NOTICE. LEARN. LEAD BETTER.

A simple weekly reflection tool to help you grow as a leader and make a greater impact in your school.

EL-003

WEEKLY
REFLECTION.
LASTING
GROWTH.



REFLECT ON
your week with intention.



LEARN FROM
your experiences.



ADJUST
what matters most.



ACT
as the leader
you want to be.



Practical tools.
Real-world leadership.
Ongoing growth.



Small, consistent reflection
creates clear thinking,
stronger relationships
and better leadership.



Why Weekly Reflection Matters

School leadership moves quickly. Weeks are filled with decisions, demands and distractions. Without deliberate reflection, it's easy to stay busy without making the most of what truly matters.



THE RISK OF NEVER PAUSING

You can repeat the same patterns, carry stress, miss important signals and make avoidable mistakes. Over time, this leads to fatigue, reactive leadership and lost opportunities for growth.



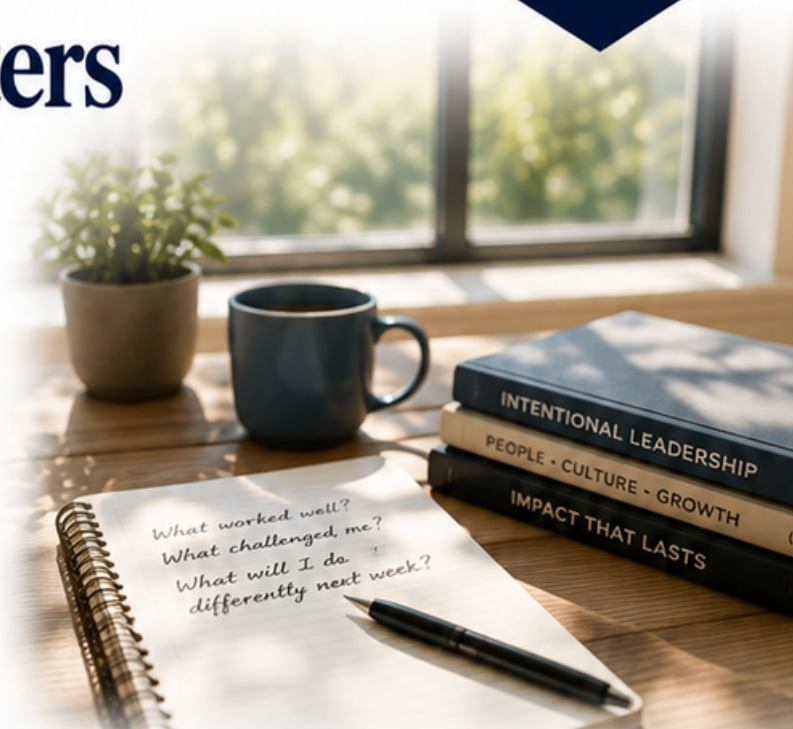
WHAT REFLECTION GIVES YOU

Clarity on what's working and what isn't.
Deeper understanding of your impact.
Stronger relationships and better decisions.
More confidence to lead with purpose.



THE WEEKLY HABIT

Set aside 20–30 minutes at the end of each week. Find a quiet space. Be honest with yourself. Use this tool to reflect, learn and lead your next week intentionally.



“

Experience alone does not develop leadership.

Growth comes from examining experience, learning from it and choosing what to do differently.

”

THE WEEKLY REFLECTION CYCLE



1. NOTICE

What happened?
What stands out?

Capture the key events, wins and challenges of the week.



2. UNDERSTAND

Why did it happen?
What can I learn?

Look for patterns, root causes and important insights.



3. ADJUST

What should I continue, change or stop?

Decide how to refine your approach and focus on what matters most.



4. ACT

What will I do intentionally next week?

Choose your priorities, plan key actions and commit to lead.



The Weekly Leadership Review

Take time to step back, review your week and reflect with honesty.
Great leadership is built on awareness, learning and intentional choices.



HOW TO USE THIS PAGE
Set aside 20–30 minutes at the end of each week. Be honest, specific and kind to yourself. This is your space to grow.



1. NOTICE *What happened?*

- What went well this week? _____
- What challenged me this week? _____
- What moment or event stands out most? _____



2. UNDERSTAND *Why did it happen?*

- What did I learn about my leadership? _____
- What did I learn about my team or school? _____
- Is there a pattern I need to pay attention to? _____



3. ADJUST *What should I do differently?*

- What should I continue doing? _____
- What should I change? _____
- What should I stop doing or give less attention to? _____



ONE LESSON I'M TAKING FORWARD

What is the single most important insight from this week?



PEOPLE & RELATIONSHIPS

- Who did I support well this week?

- Who needs more of my attention?



MY LEADERSHIP THIS WEEK

Rate yourself from 1 (low) to 5 (high) in each area.



Clarity 1 2 3 4 5



Presence 1 2 3 4 5



Relationships 1 2 3 4 5



Follow-through 1 2 3 4 5



Wellbeing 1 2 3 4 5



Progress is not about perfection. It's about consistent, intentional reflection and action.

Lead Next Week Intentionally

Reflection creates awareness. Intentional leadership begins when you decide what you will do with what you have learned.



1 MY THREE PRIORITIES

What are the three outcomes that matter most next week?

1	Why does this matter? _____
2	Why does this matter? _____
3	Why does this matter? _____

2 KEY CONVERSATIONS

Which conversations do I need to initiate, continue or complete?

Person	Purpose	When

3 PEOPLE I NEED TO SUPPORT

Who needs more of my attention, encouragement, challenge or guidance?

My action

	_____	→	_____
	_____	→	_____
	_____	→	_____

4 PROTECT WHAT MATTERS



What will I say no or not yet to?



What time do I need to protect?



What will help me lead with greater energy and presence?

5 MY LEADERSHIP COMMITMENT

Next week, I will lead more intentionally by...

THE REFLECTION TO ACTION CYCLE

Use this every week.
Grow every week.



NOTICE

What happened?
What stood out?



UNDERSTAND

Why did it happen?
What can I learn?



ADJUST

What should I continue,
change or stop?



ACT

What will I do
intentionally next week?



Monthly Review & Continue Your Journey

After four weeks of reflection, step back and look for patterns, progress and areas that need attention. Small, consistent adjustments lead to meaningful leadership growth.



HOW TO USE THIS PAGE

Complete this page at the end of every fourth week (once a month).

Review. Identify. Adjust. Then begin your next cycle with intention.

1 LOOK BACK: WHAT DO I NOTICE?

Review your last four weeks.

	Week 1	Week 2	Week 3	Week 4
What went well? What are my highlights?				
What challenged me? What was most difficult?				
What did I learn? Key insights from these four weeks.				
What did I do differently? What adjustments did I make?				
Where did I see progress? Evidence of impact or growth.				

5 MY LEADERSHIP PROGRESS CHECK

Rate yourself now compared to one month ago.

Clarity	Much less	1	2	3	4	5	Much more
Relationships	Much less	1	2	3	4	5	Much more
Follow-through	Much less	1	2	3	4	5	Much more
Wellbeing	Much less	1	2	3	4	5	Much more
Overall Leadership Impact	Much less	1	2	3	4	5	Much more

2 MY PATTERNS & INSIGHTS

What trends or patterns do I see across the last four weeks?



What am I consistently doing that is working?



What challenges keep showing up?



What strengths did I use well?

3 WHAT WILL I ADJUST?

One key adjustment I will focus on over the next month.

4 MY COMMITMENT

Over the next month, I commit to...



KEEP
GROWING.
KEEP
LEADING.


THIS IS A JOURNEY, NOT A DESTINATION.

Consistent reflection creates clarity. Clarity creates better decisions. Better decisions create greater impact.



YOU DON'T HAVE TO BE PERFECT.

You just have to be intentional, honest and willing to grow.



SMALL ADJUSTMENTS CREATE BIG CHANGE.

Keep showing up.
Keep learning.
Keep leading.

