

## A checklist for reflective practice

- ☐ Choose a format together with your team: meetings, over email, etc.
- ☐ Work together with your team on how they will make the most of regular reflections.
- ☐ Choose a frequency and duration that works for the length of your project and for your team whether monthly, quarterly, bi-annually, or annually.
- ☐ Schedule regular reflection meetings in advance so that team members can prioritise this in their workload.
- ☐ Plan reflective sessions around specific issues raised by the project team. This could be a different issue considered at each reflection or the same set of issues considered at every reflection.
- ☐ Allow enough time for all issues to be considered from multiple perspectives.
- ☐ Identify actions you need to take to address any issues.
- ☐ Assign arising actions to team members.
- ☐ Document actions with dates to be actioned by and by which team member.
- ☐ Set aside time in subsequent reflections to review actions taken.
- ☐ Think about who in your project team will be responsible for organising reflective practices and recruit/budget accordingly, whether a project manager, external facilitator, etc.