



# How to Help Your Team **Reflect** on Their Accomplishments

*8 Reflection Questions*





# 1. What are you most proud of?

*It's great to see eyes light up as people share their proudest accomplishments. And the answers may surprise you.*



## 2. How would you describe your contribution in terms of ROI?

*Even “softer” accomplishments can be reported in terms of numbers. For example, instead of saying you conducted leadership training, think in terms of outcomes (e.g. two team members were promoted; absenteeism improved 20%, 10% improvement in year-over-year employee engagement results.)*



### 3. Which project was the most impactful to the business?

*This is another way to talk about how the work they are doing contributes to strategic business priorities, and recognize the important work they are doing.*



## 4. How have you grown professionally?

*Probes: In what areas have you developed? What new skills did you learn? Which areas of your performance have most improved?*



## 5. Who did you help the most this year and how?

*This could be an employee they developed, a peer they've cross-trained, or the work they did with a customer or supplier.*



## 6. And, who was most helpful to you and how?

*The bonus for you on this one is that you can see which of your team member's names keep coming up as most helpful, and recognize them for going out of their way to help others.*



## 7. What's your biggest lesson learned?

*What did you learn and how? How will you apply that learning in the future?*

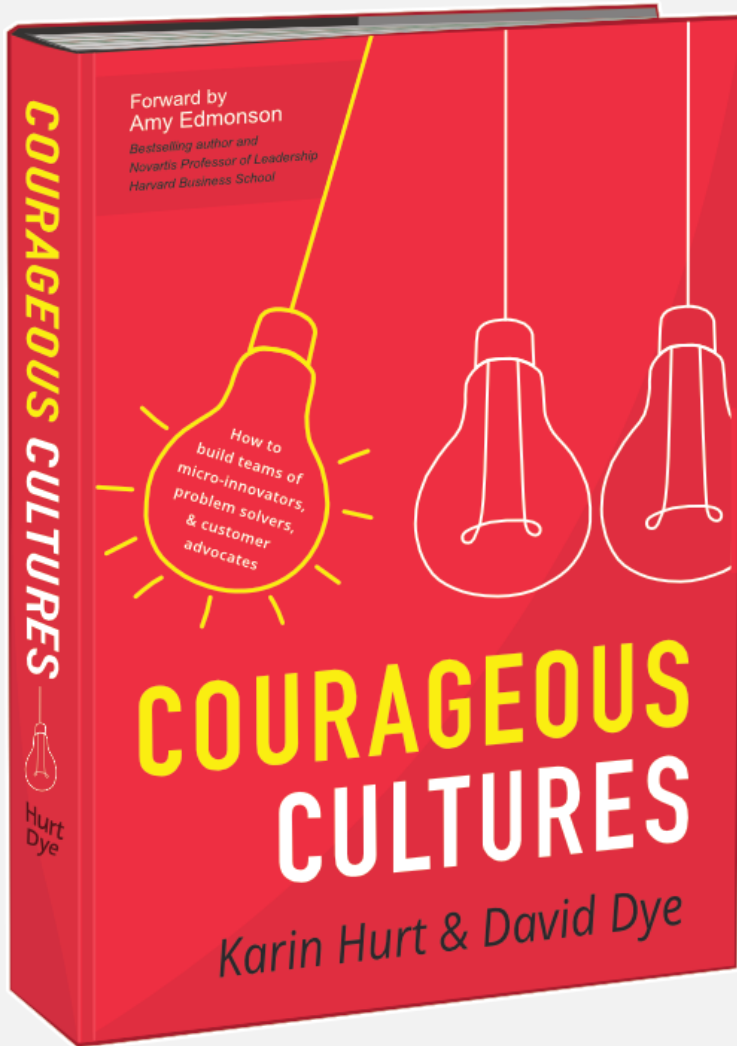




## 8. What got in the way?

*Probes: And how can I help?*

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