

END OF DAY REFLECTIONS:

- What are the best 2 things that have happened today?
- What is one thing I have done for either a colleague or a customer?
- What is one thing I have learnt?
- What is one moment or event that made me happy today?
- How much did I focus on my priorities today? What distracted me?
- How could today have been better?
- What is my main focus for tomorrow?