

# The Leader Insight JOURNAL

*Bold Leadership.  
Brave Collaboration.*

**collabbWAY**

*This journal*  
belongs to:

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# Leader Daily Reflection

This journal gives leaders a safe and consistent space to pause, step back, and grow in their practice of reflective leadership. It helps you strengthen insight, practise new leadership behaviours, and shift from 'jumping into solutions' to creating space for reflection, growth, and shared ownership.

Reflection isn't about perfection, getting the 'right' answer, or filling every box. It's about:

- Noticing what stood out in your day
- Making sense of what it means for you
- Choosing how to refocus for tomorrow
- Building confidence and skills over time.

By showing up to this journal every day, even for just 5-10 minutes, you are practising one of the most powerful habits for professional growth - pausing to learn from your own experience.

The questions below are daily prompts for you to explore and gain greater insight from the day.

## 1. Check-In

- How am I arriving today as a leader?
- One word that captures my state.....

## 2. Recognise

- What leadership moment or challenge stood out today?
- What did I notice about how I responded?

## 3. Reframe

- What does this say about my leadership style, values, or assumptions?
- What perspective did I miss or could I invite in?

## 4. Refocus

- Where do I want to place my attention as a leader tomorrow?
- One small behaviour shift I'll try.....

## 5. Closing Thought

- How do I want to show up as a leader in my next interaction?

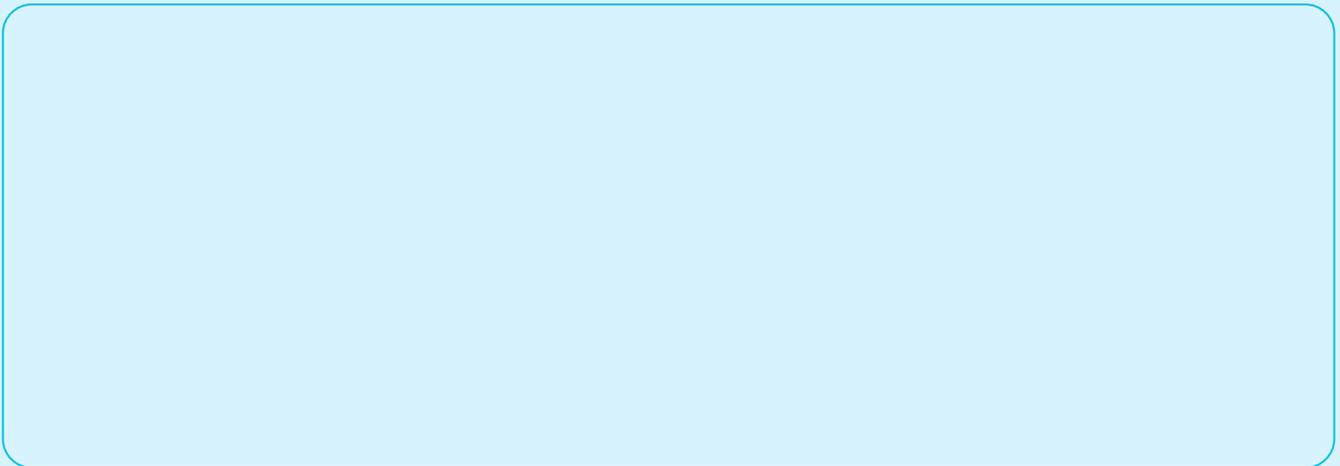
# DAILY *Reflection*

WEEK 1

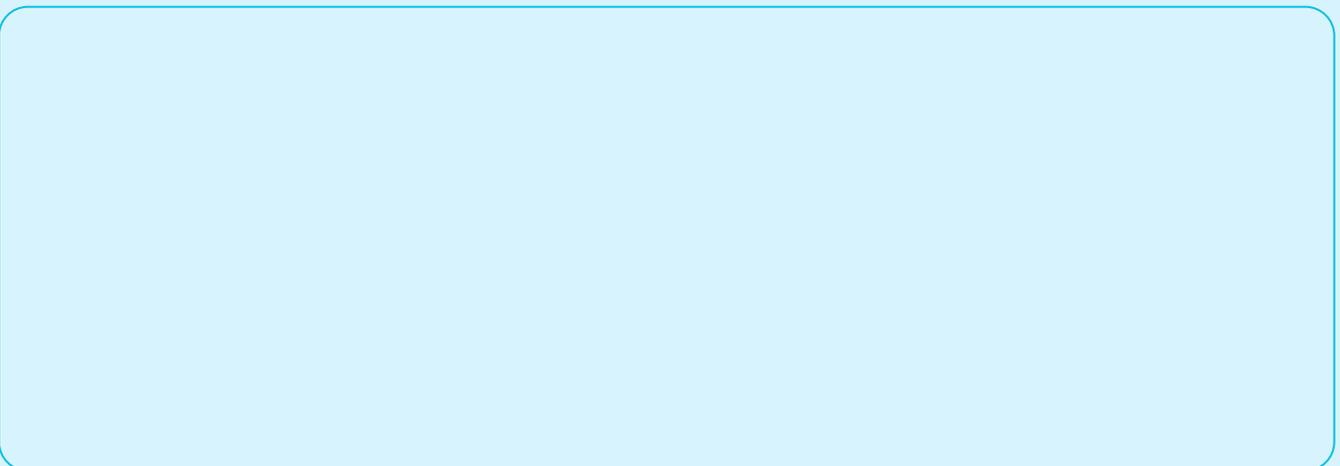
MONDAY



TUESDAY



WEDNESDAY



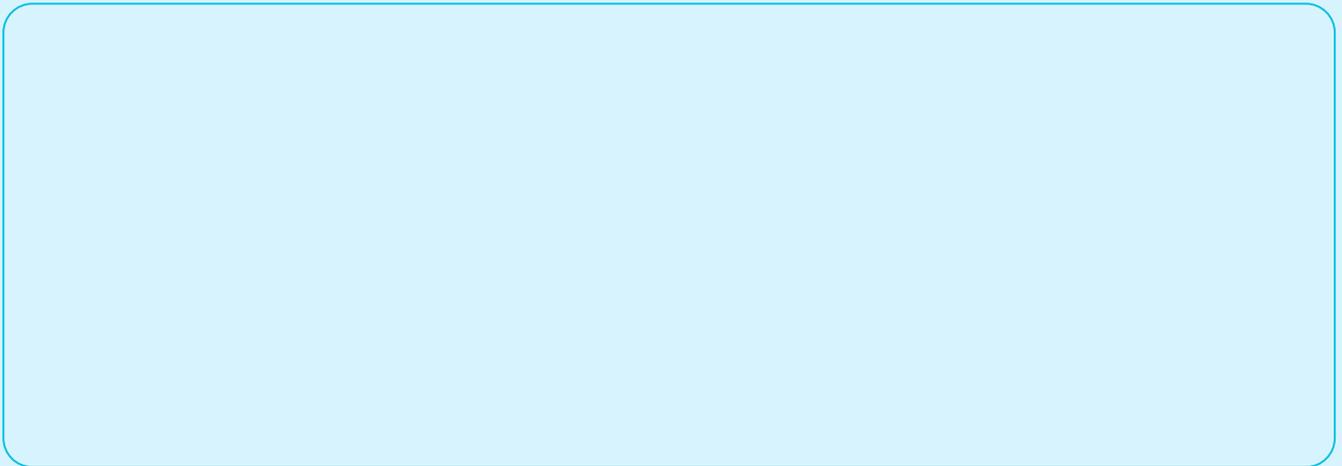
# DAILY *Reflection*

WEEK 1

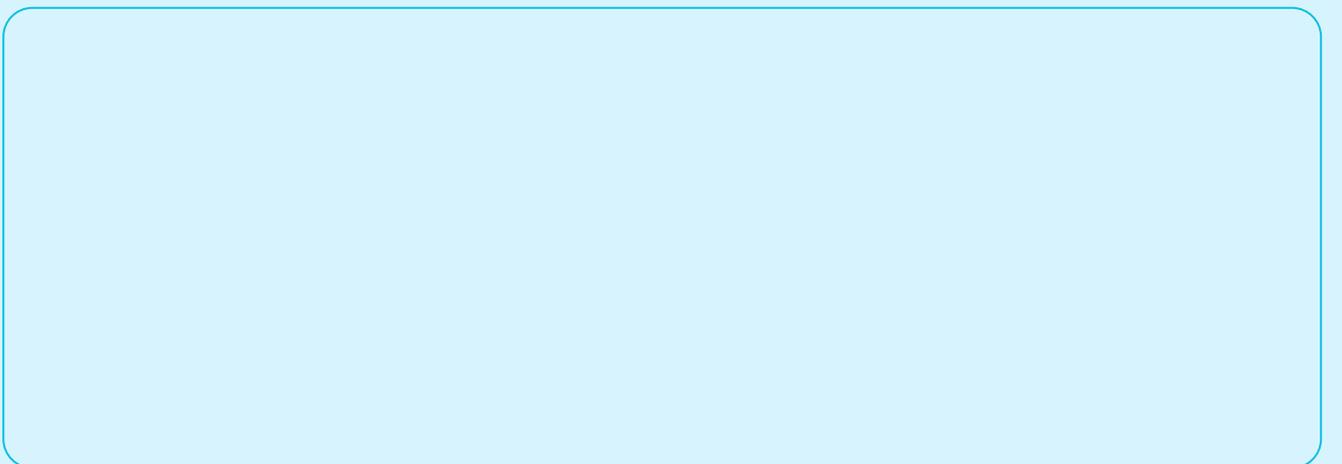
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

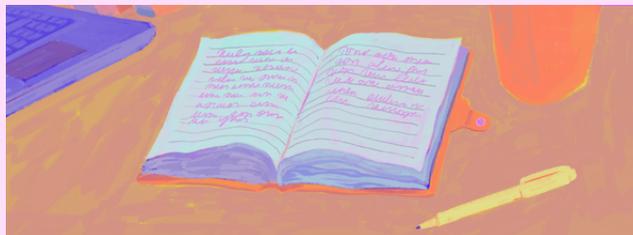
### WEEK 1

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 1**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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What impact did I notice on my team when I slowed down and listened?

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What skill or stance did I practise as a leader this week?

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How did I support capability-building in others rather than taking over?

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How can I show up differently or more effectively next week?

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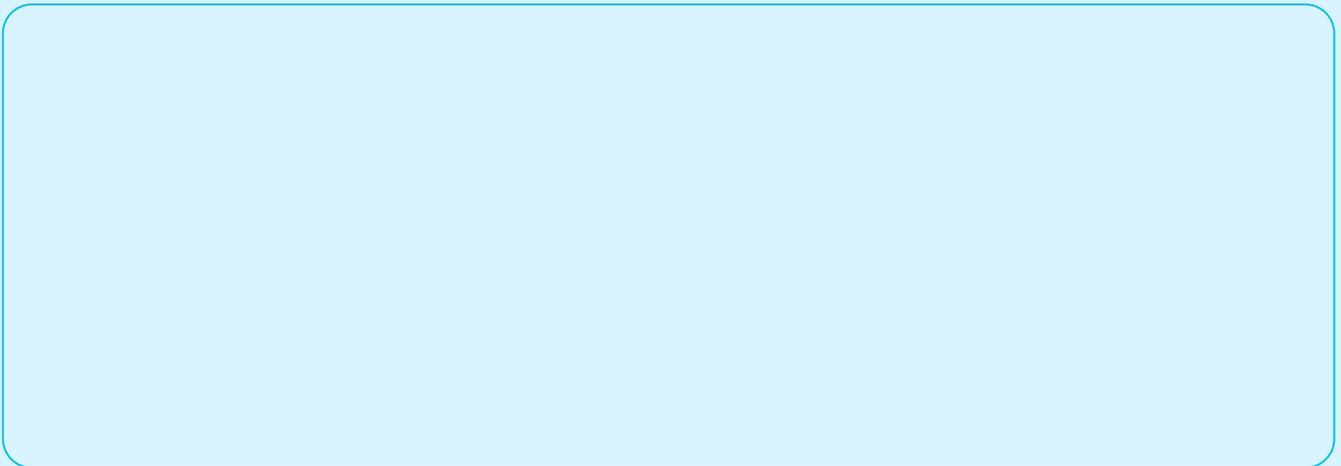
# DAILY *Reflection*

WEEK 2

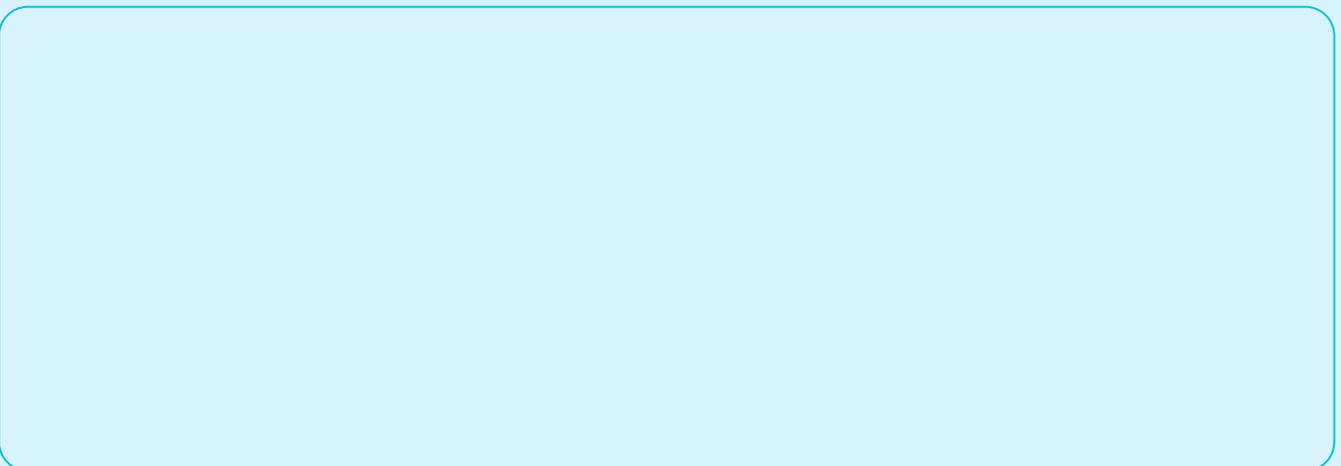
MONDAY



TUESDAY



WEDNESDAY



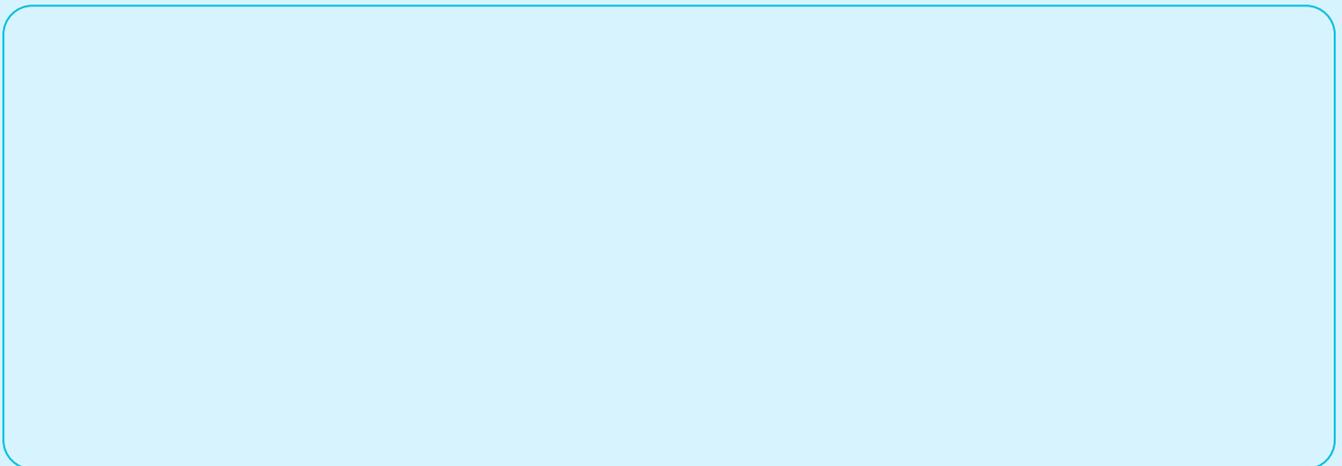
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WEEK 2

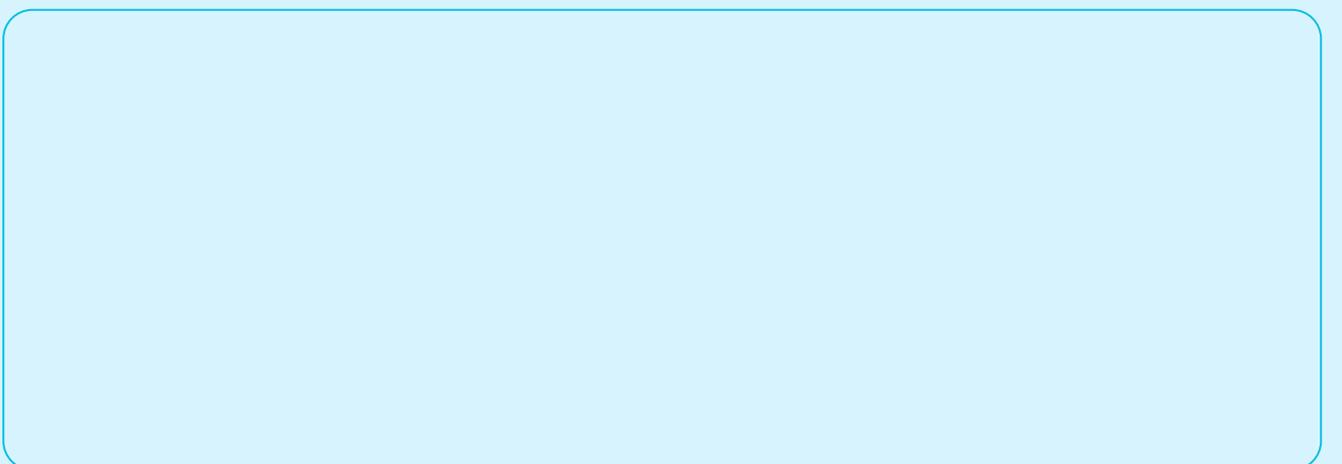
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

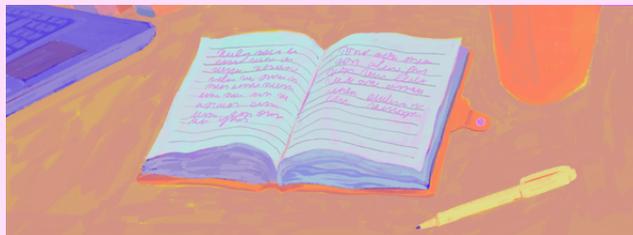
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 2**

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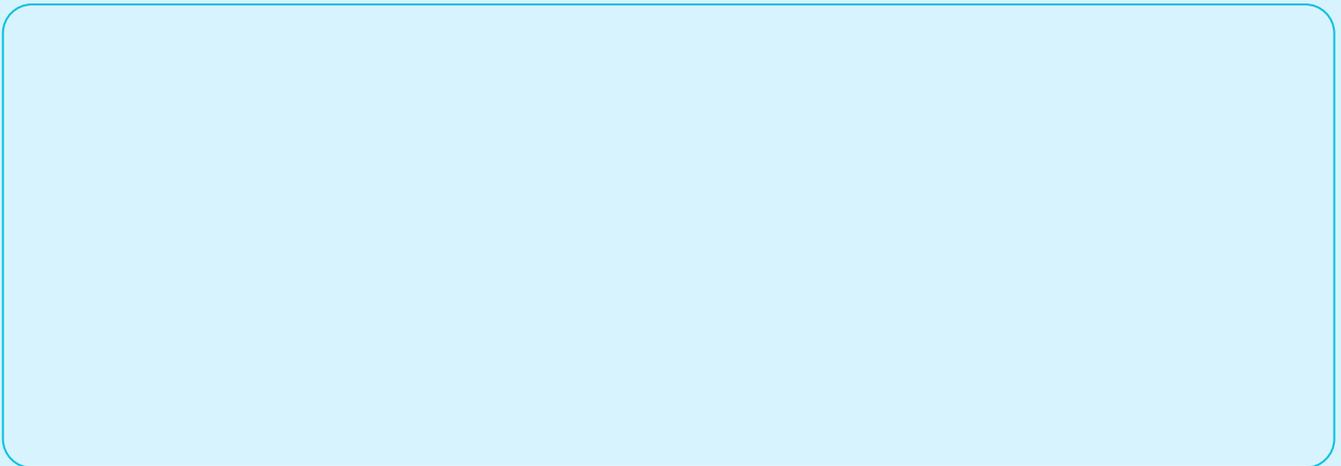
# DAILY *Reflection*

WEEK 3

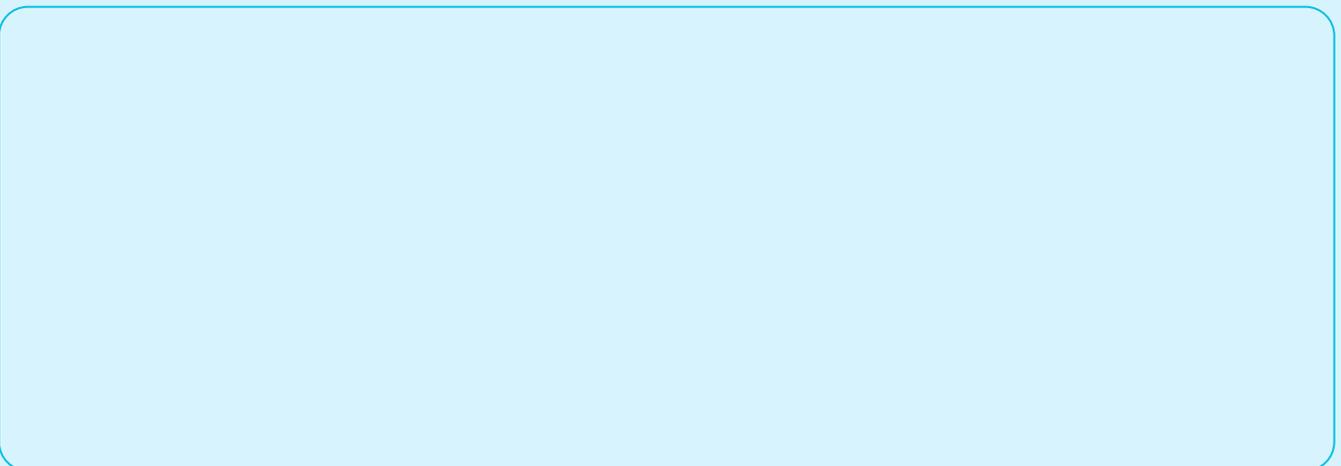
MONDAY



TUESDAY



WEDNESDAY



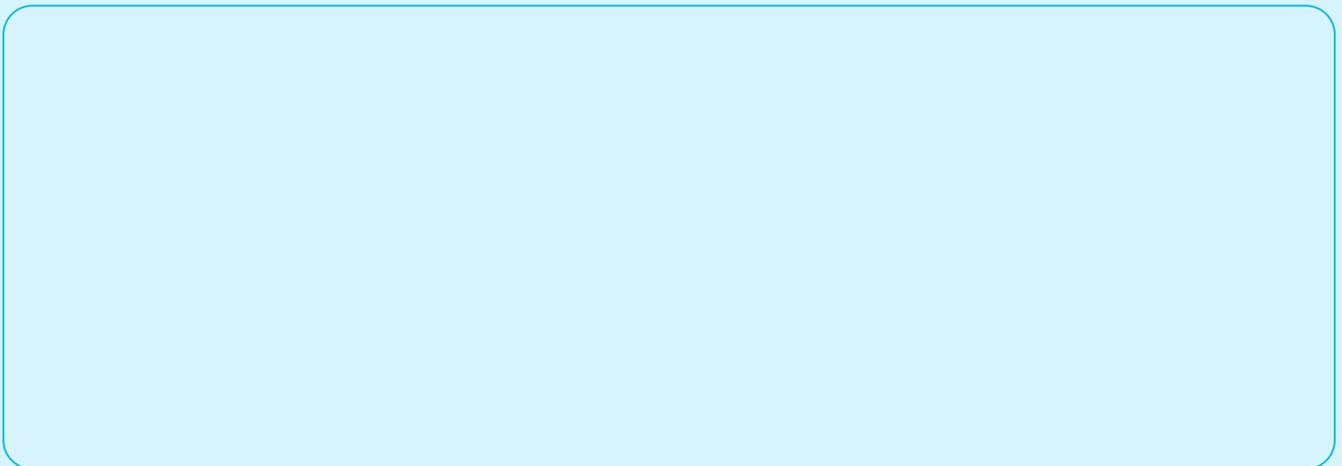
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WEEK 3

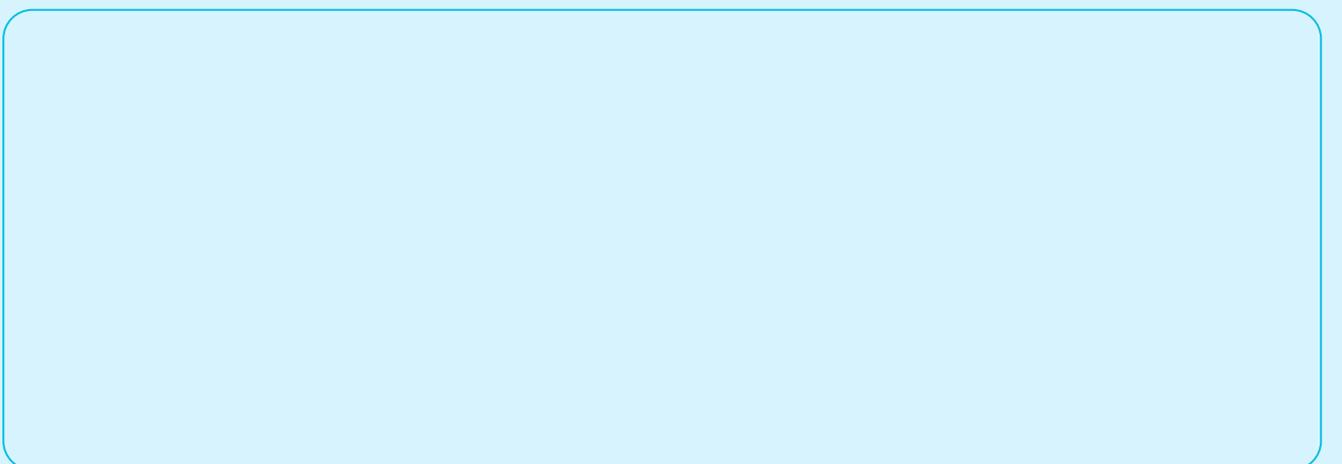
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

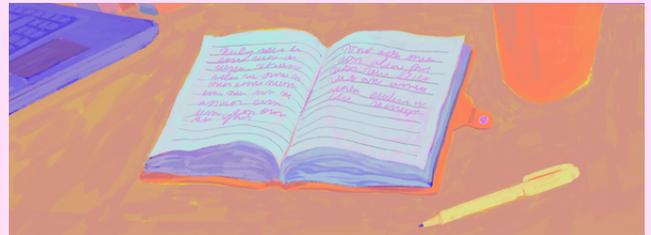
### WEEK 3

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 3**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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How can I show up differently or more effectively next week?

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# DAILY *Reflection*

WEEK 4

MONDAY

TUESDAY

WEDNESDAY

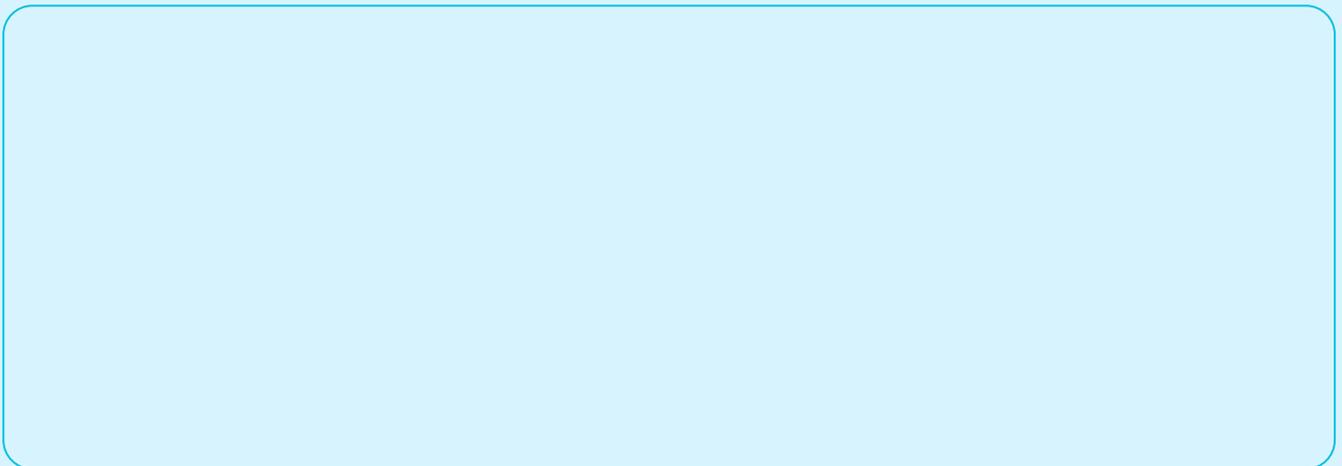
# DAILY *Reflection*

WEEK 4

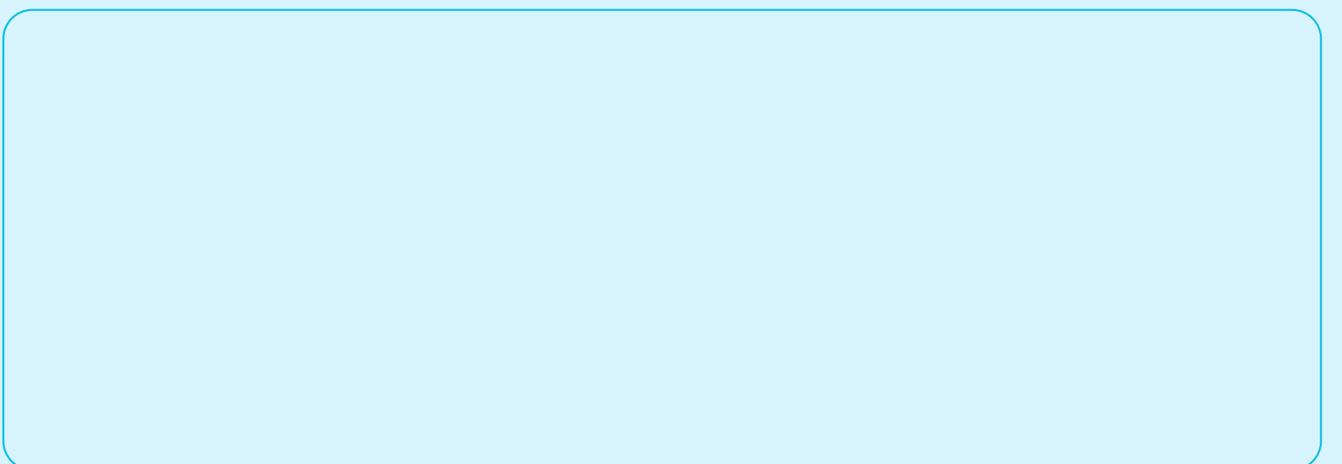
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

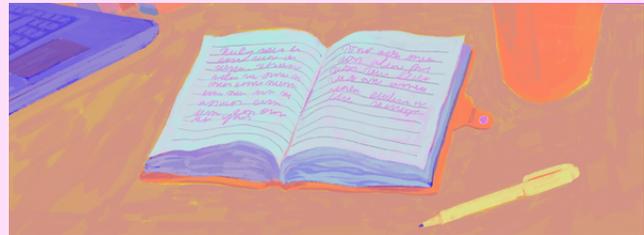
### WEEK 4

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 4**

# Reflection Summary

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How did I support capability-building in others rather than taking over?

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How can I show up differently or more effectively next week?

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## **Monthly Deep Dive Reflection**

- What leadership patterns am I noticing in myself?
- Where have I grown in confidence, patience, or presence because I carried less?
- What assumptions or biases have I become more aware of?
- How am I aligning with my leadership values and ARCA+ principles?
- What's one bold leadership experiment I will try next month?



# DAILY *Reflection*

WEEK 5

MONDAY

TUESDAY

WEDNESDAY

# DAILY *Reflection*

WEEK 5

THURSDAY

FRIDAY

SATURDAY/SUNDAY

# SELF-CARE

# Journal

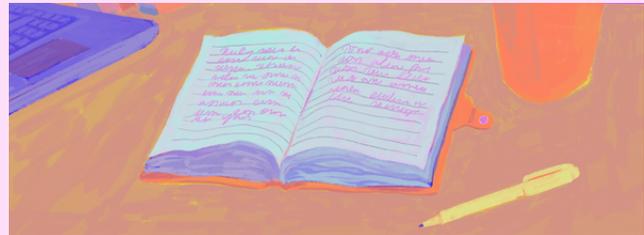
## WEEK 5

### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



### WATER INTAKE



### OVERALL MOOD THIS WEEK

FRUSTRATED    TIRED    SAD    HAPPY    EXCITED

### NOTES/REMINDER

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### FOCUS FOR NEXT WEEK

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**WEEK 5**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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What impact did I notice on my team when I slowed down and listened?

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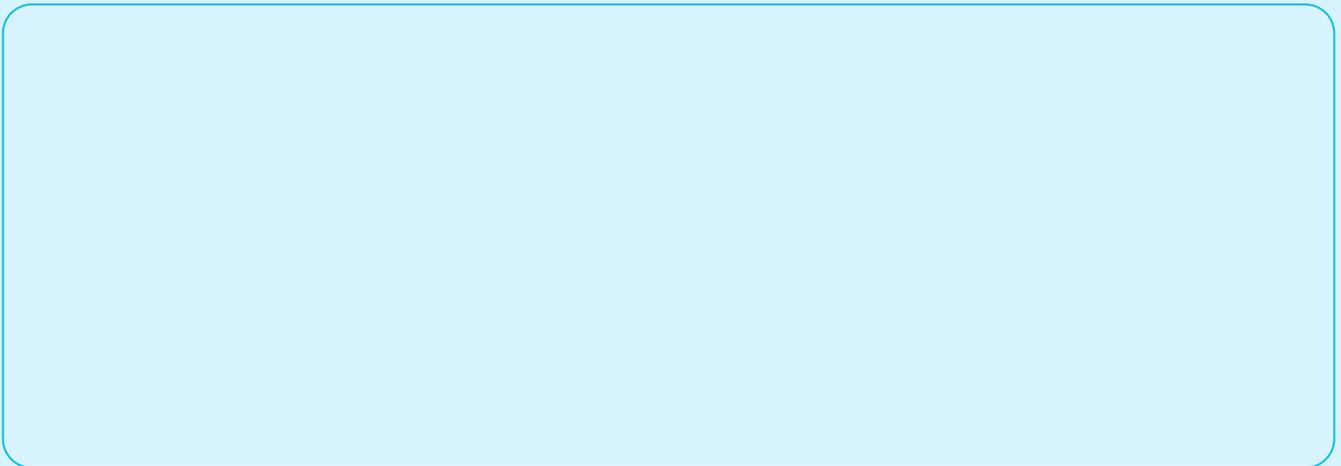
# DAILY *Reflection*

WEEK 6

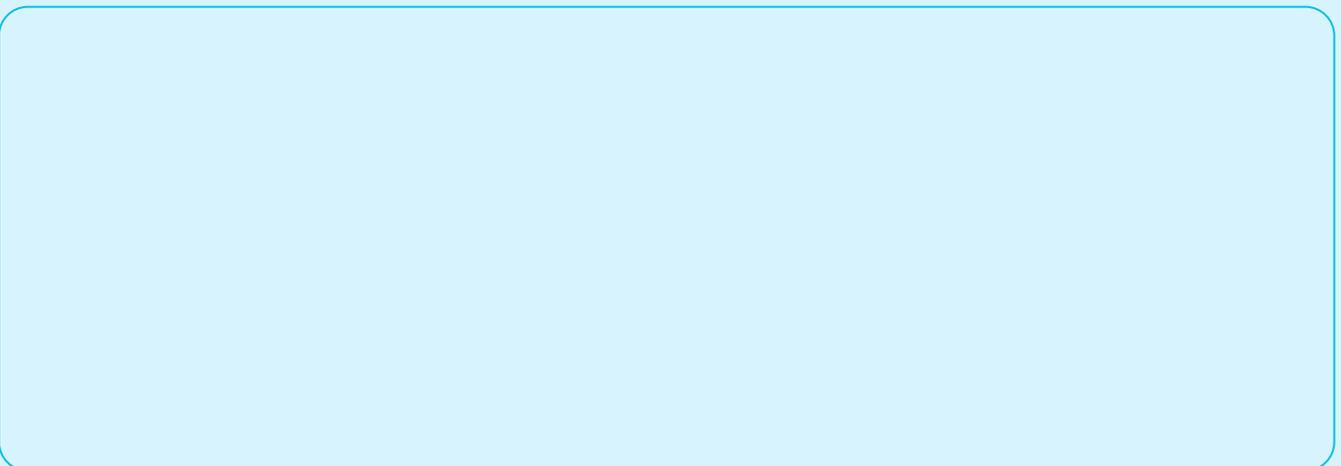
MONDAY



TUESDAY



WEDNESDAY



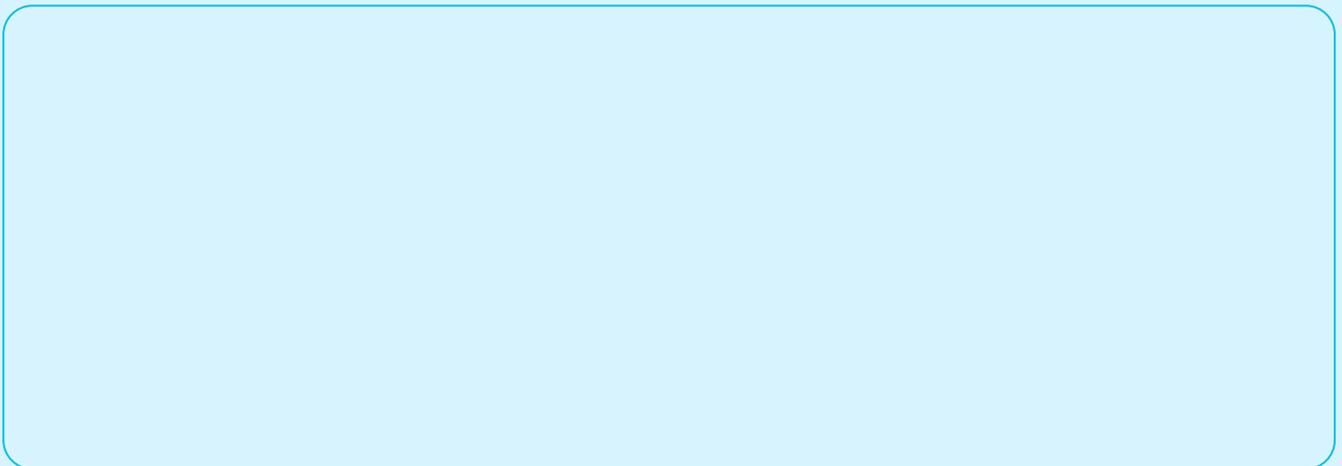
# DAILY *Reflection*

WEEK 6

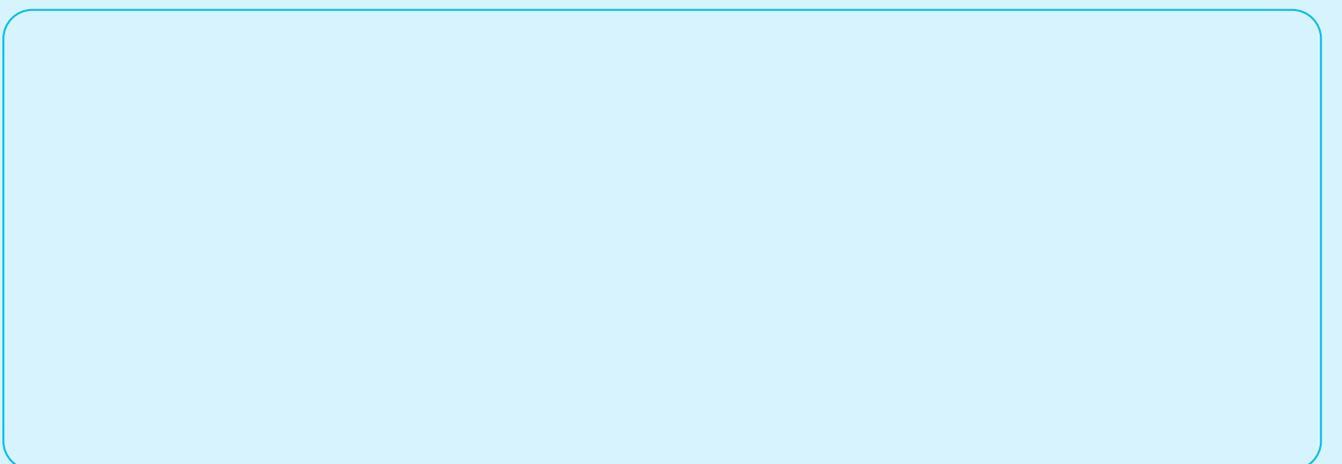
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

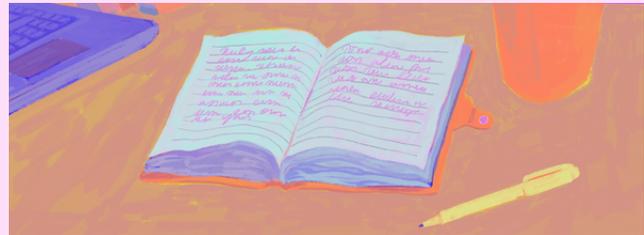
### WEEK 6

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
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#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK

FRUSTRATED    TIRED    SAD    HAPPY    EXCITED

#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 6**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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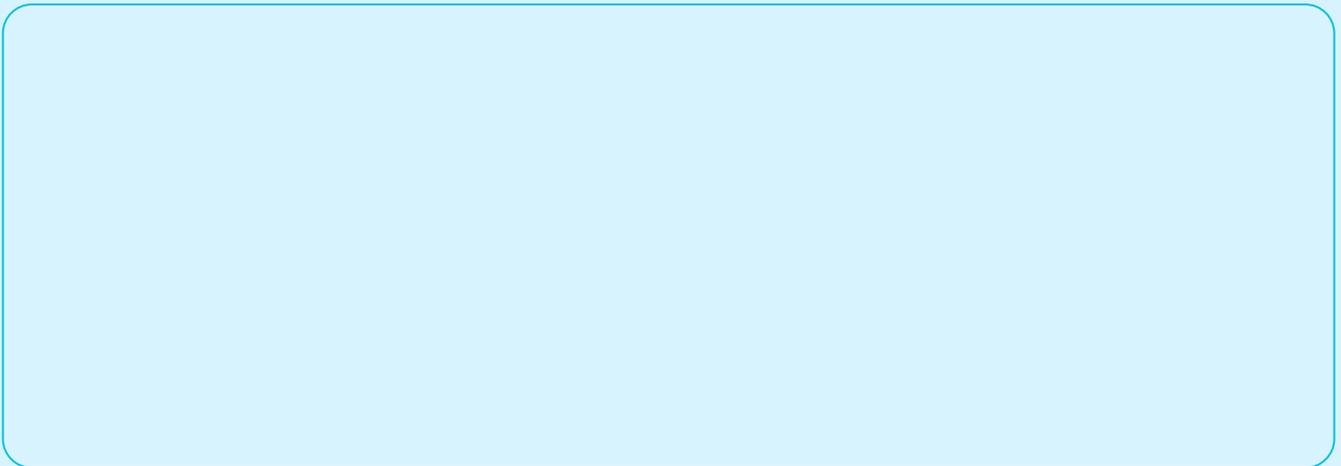
# DAILY *Reflection*

WEEK 7

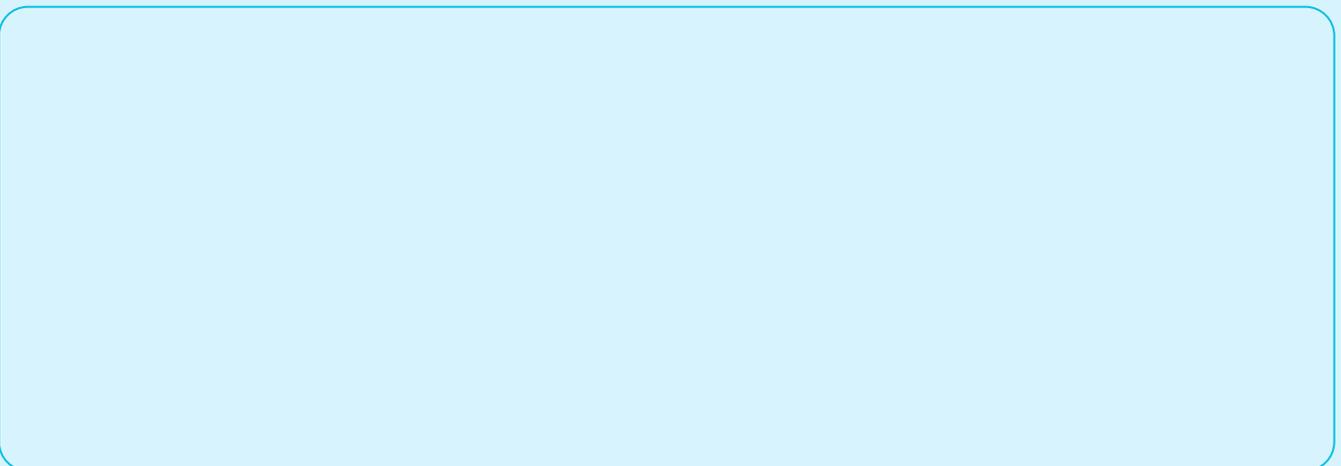
MONDAY



TUESDAY



WEDNESDAY



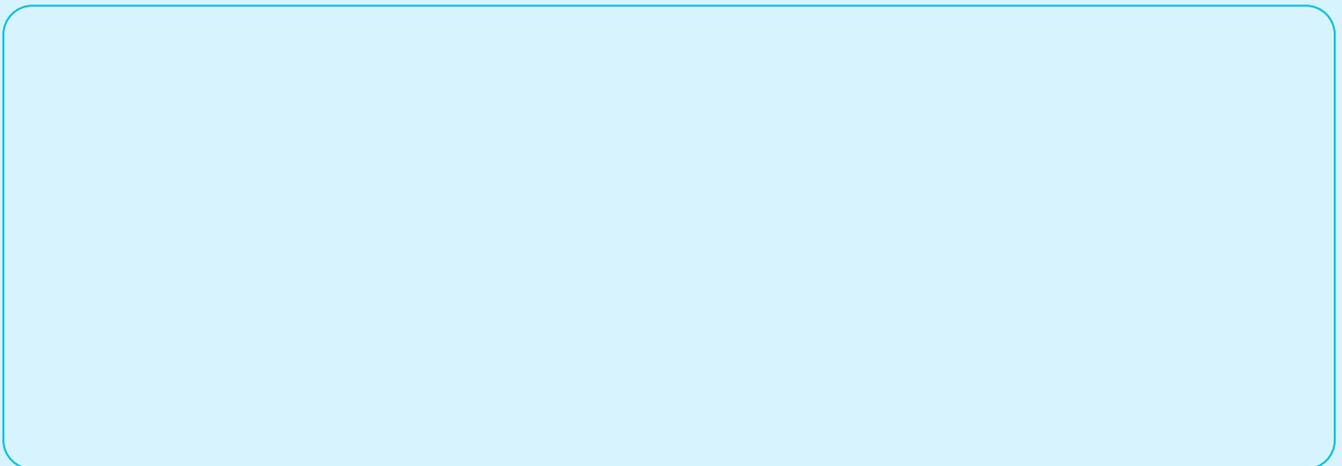
# DAILY *Reflection*

WEEK 7

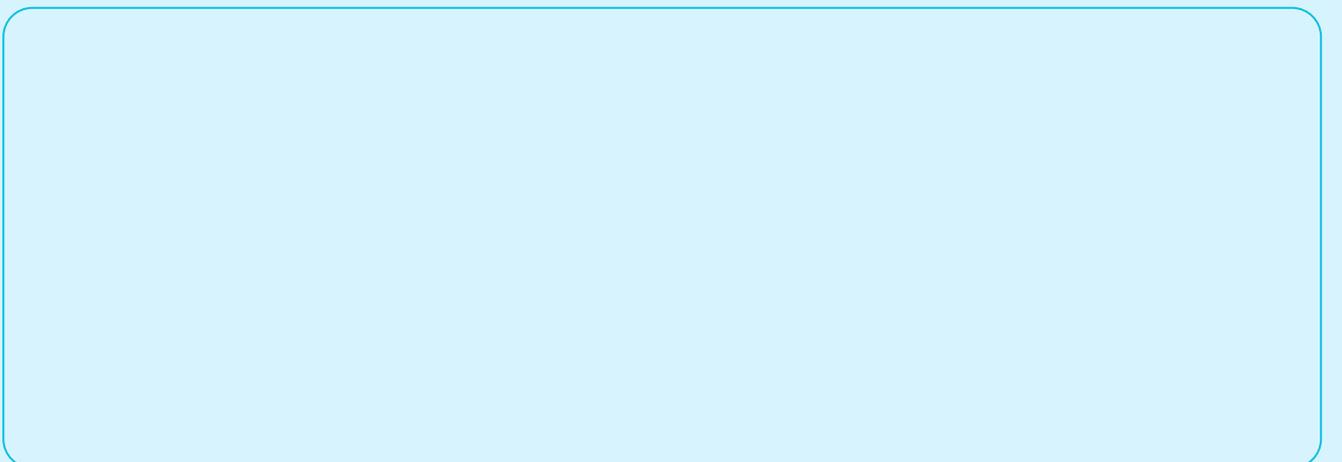
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

### WEEK 7

#### THIS WEEK I'M GRATEFUL FOR

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2. \_\_\_\_\_
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#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?

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#### NOTES/REMINDER

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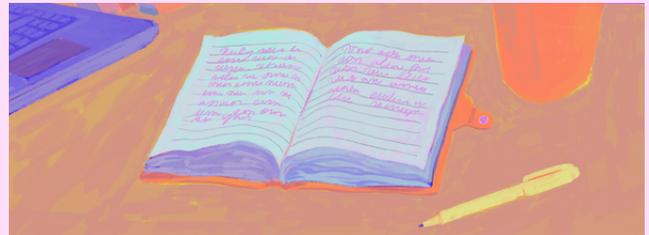
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#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### FOCUS FOR NEXT WEEK

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**WEEK 7**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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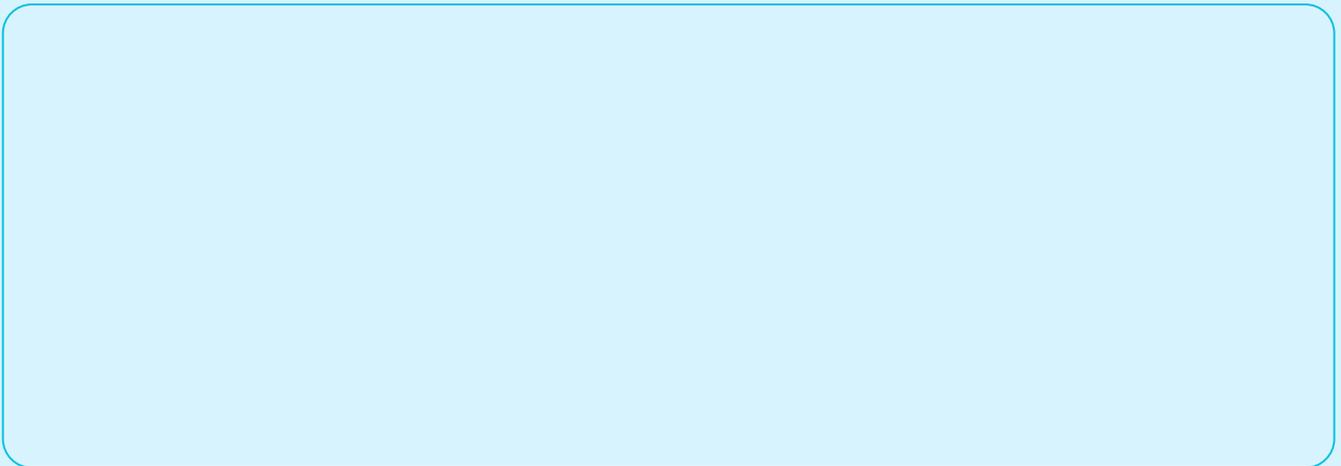
# DAILY *Reflection*

WEEK 8

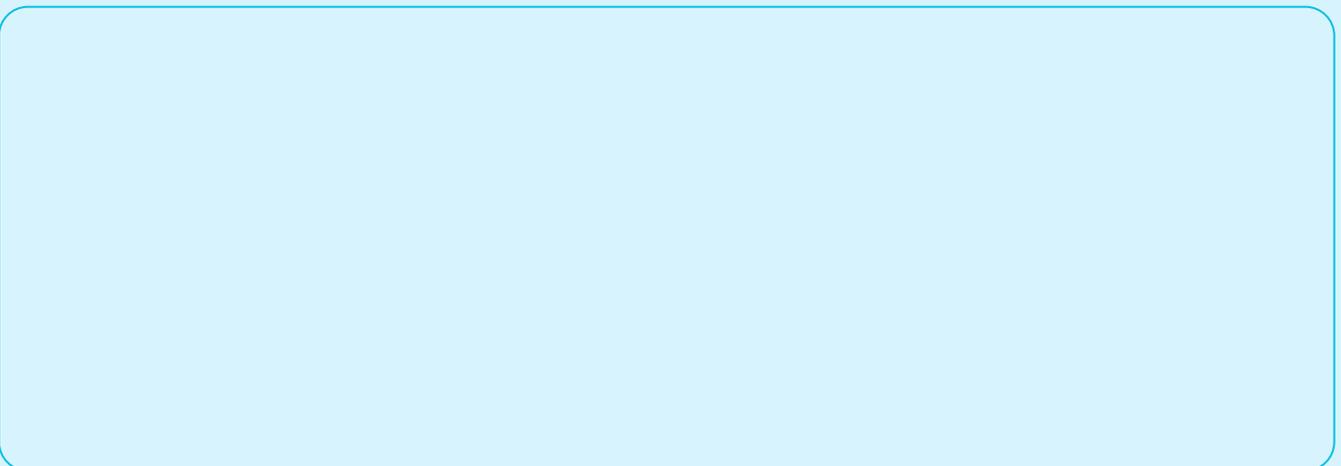
MONDAY



TUESDAY



WEDNESDAY



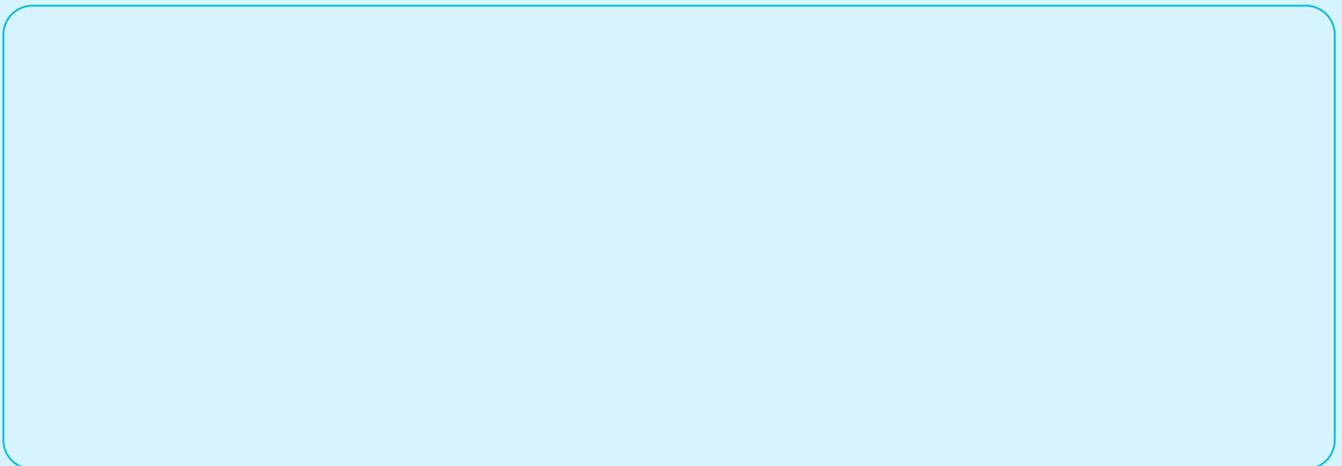
# DAILY *Reflection*

WEEK 8

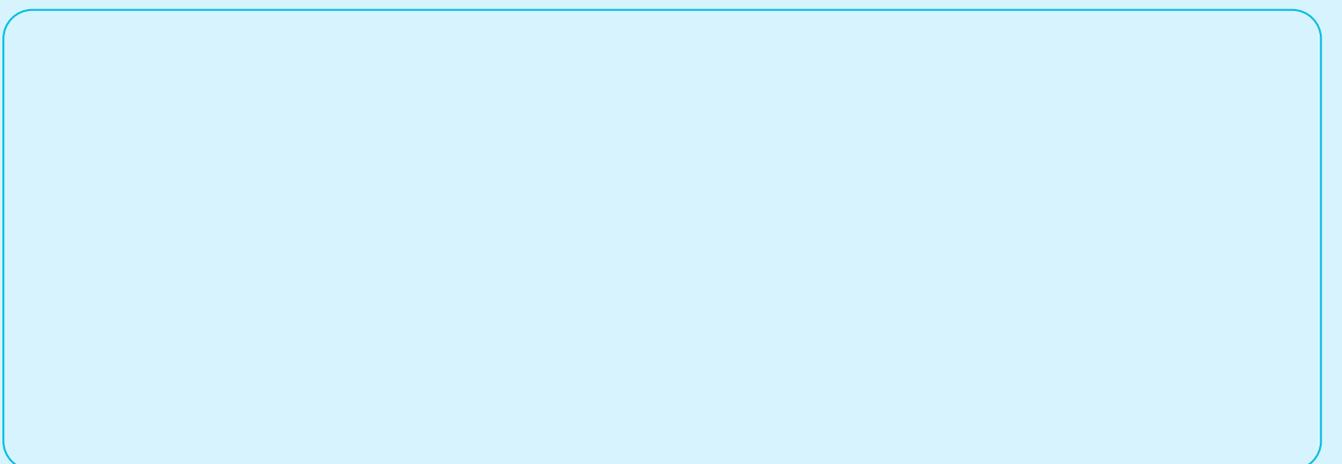
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

### WEEK 8

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?

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#### NOTES/REMINDER

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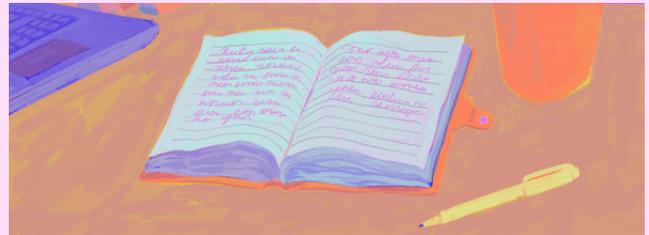
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#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### FOCUS FOR NEXT WEEK

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**WEEK 8**

# *Reflection Summary*

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How did I support capability-building in others rather than taking over?

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How can I show up differently or more effectively next week?

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A person with short dark hair, wearing a green shirt, is seen from behind, looking out over a landscape. The sky is a mix of orange, pink, and purple, suggesting a sunset or sunrise. In the background, there are dark, silhouetted mountains. The overall scene is peaceful and contemplative.

## Monthly Deep Dive Reflection

- What leadership patterns am I noticing in myself this month?
- Where have I grown in confidence, patience, or presence because I carried less?
- What assumptions or biases have I become more aware of?
- How am I aligning with my leadership values and ARCA+ principles?
- What's one bold leadership experiment I will try next month?



# DAILY *Reflection*

WEEK 9

MONDAY

TUESDAY

WEDNESDAY

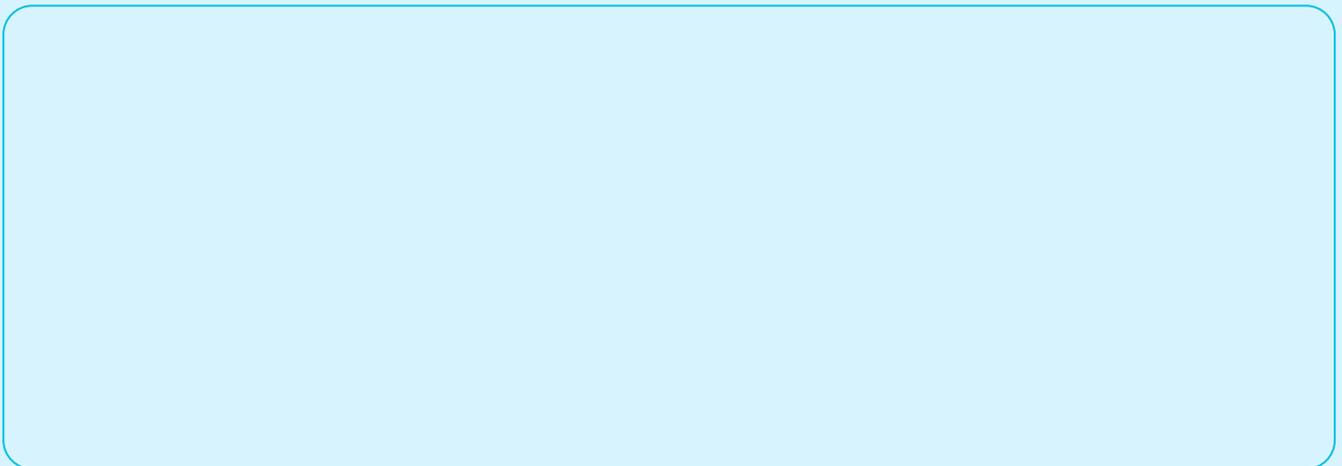
# DAILY *Reflection*

WEEK 9

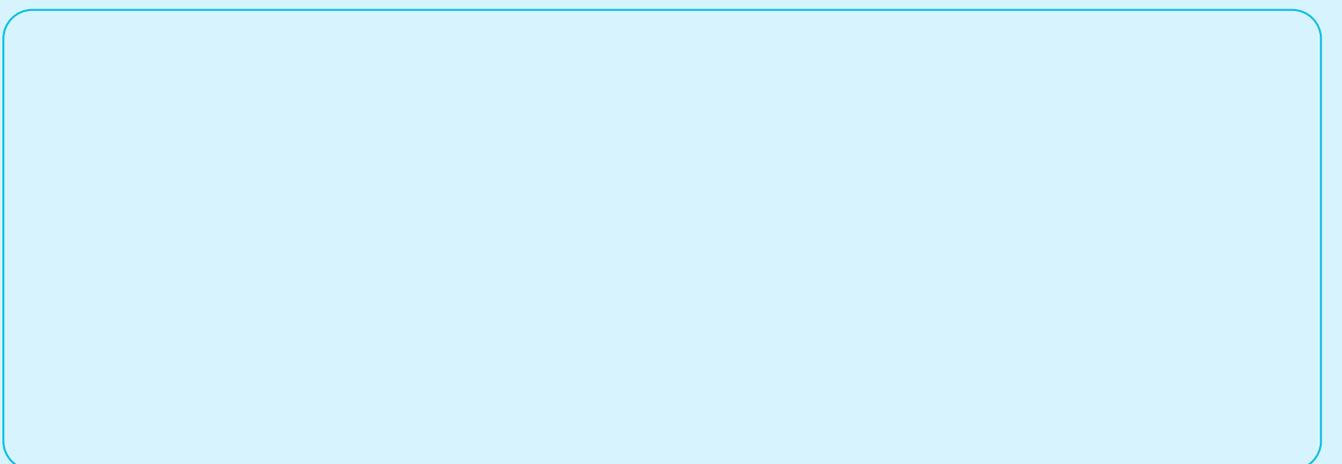
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

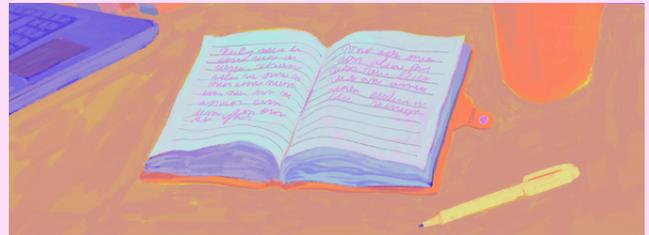
### WEEK 9

#### THIS WEEK I'M GRATEFUL FOR

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#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?



#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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#### FOCUS FOR NEXT WEEK

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**WEEK 9**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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What impact did I notice on my team when I slowed down and listened?

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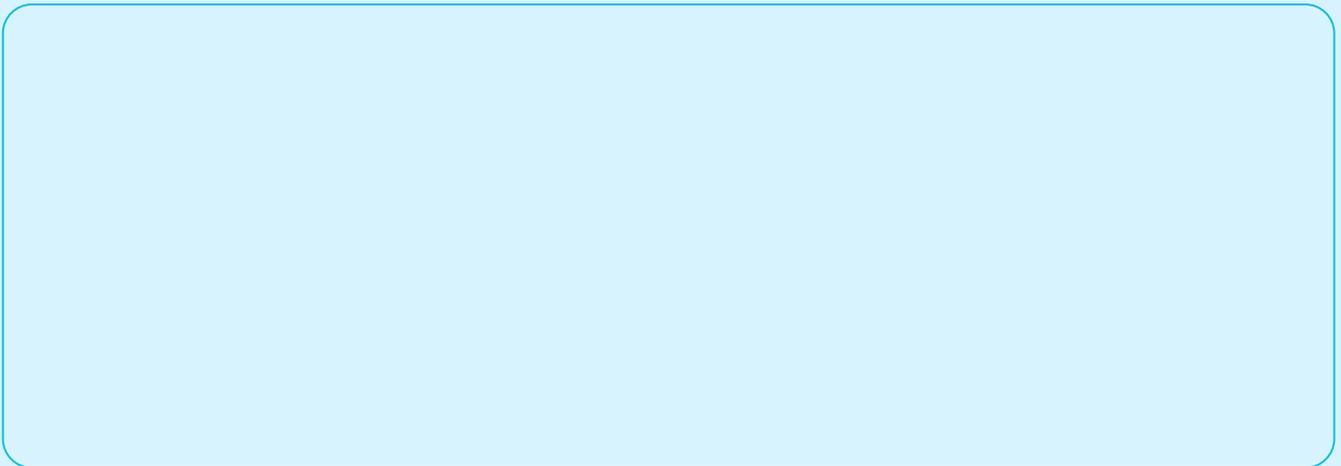
# DAILY *Reflection*

WEEK 10

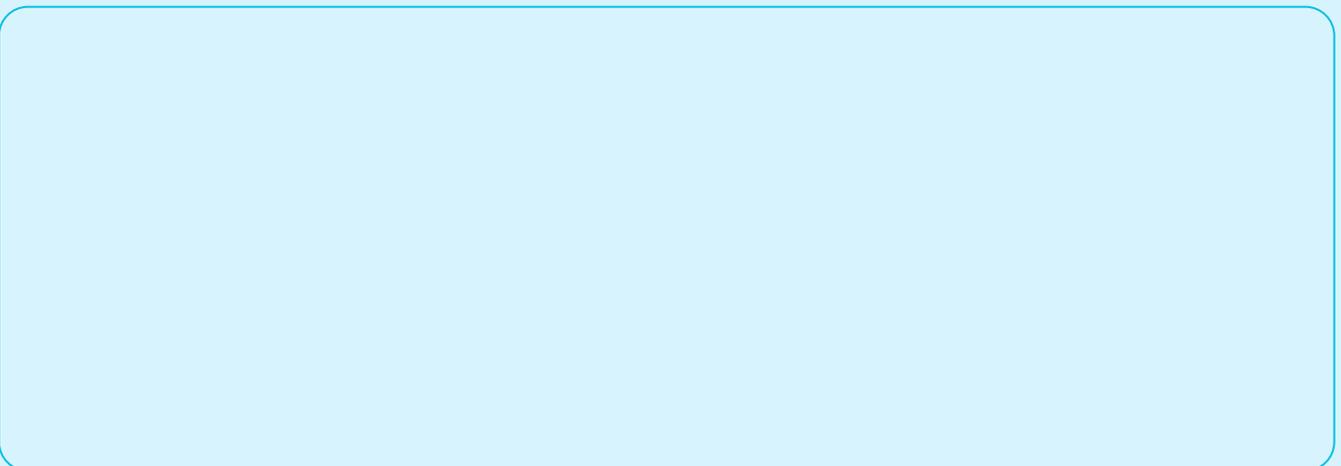
MONDAY



TUESDAY



WEDNESDAY



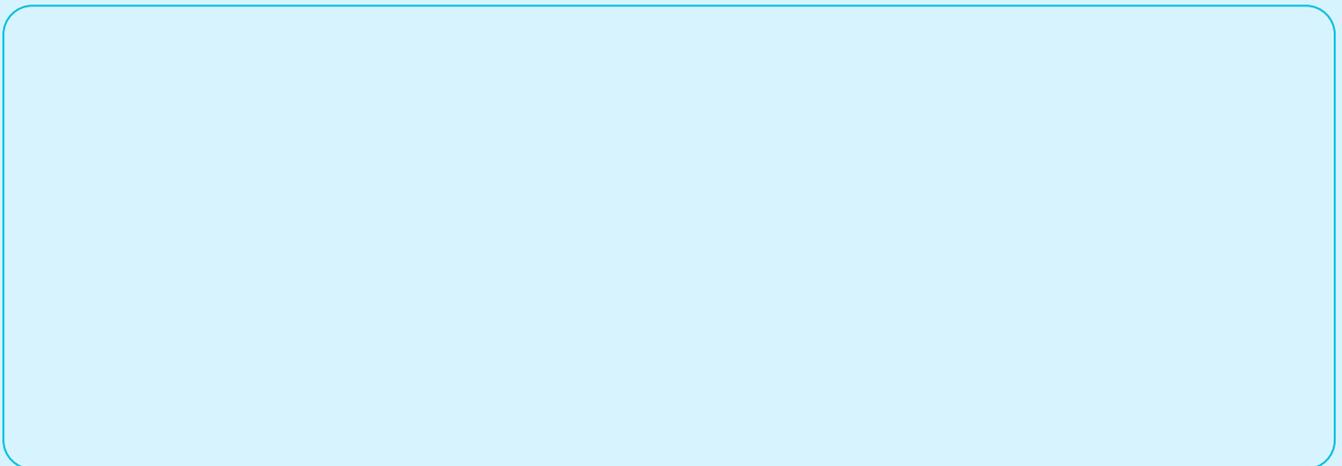
# DAILY *Reflection*

WEEK 10

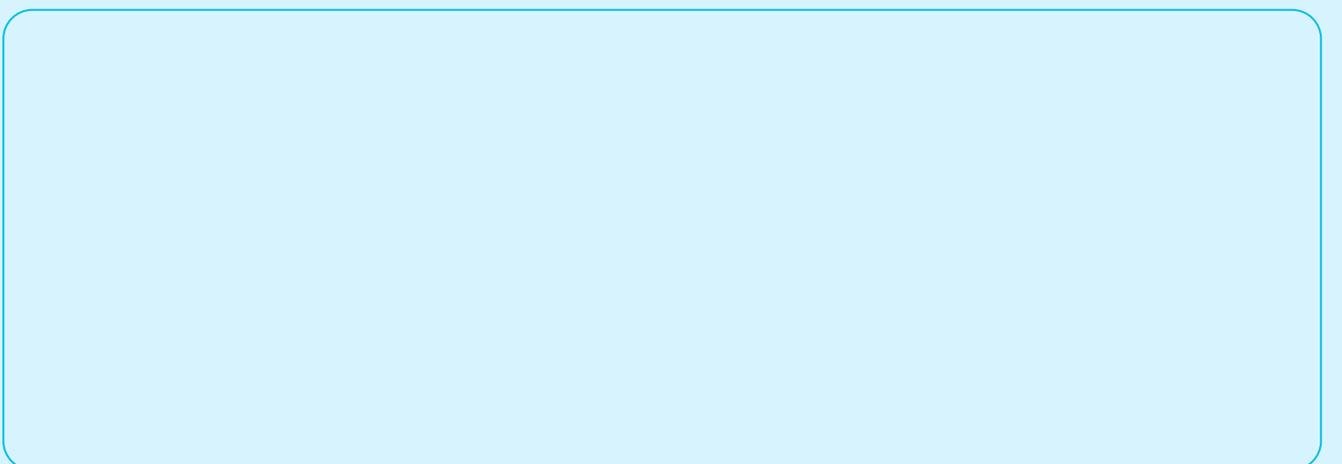
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

### WEEK 10

#### THIS WEEK I'M GRATEFUL FOR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### LEADERSHIP LOAD CHECK

- WHAT DRAINED ME MOST THIS WEEK?
- WHAT GAVE ME ENERGY BECAUSE RESPONSIBILITY WAS SHARED?

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#### NOTES/REMINDER

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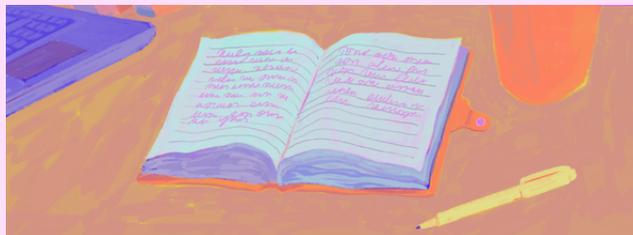
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#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### FOCUS FOR NEXT WEEK

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**WEEK 10**

# Reflection Summary

Where did I create space for reflection rather than rushing to solutions?

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What impact did I notice on my team when I slowed down and listened?

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What skill or stance did I practise as a leader this week?

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How did I support capability-building in others rather than taking over?

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How can I show up differently or more effectively next week?

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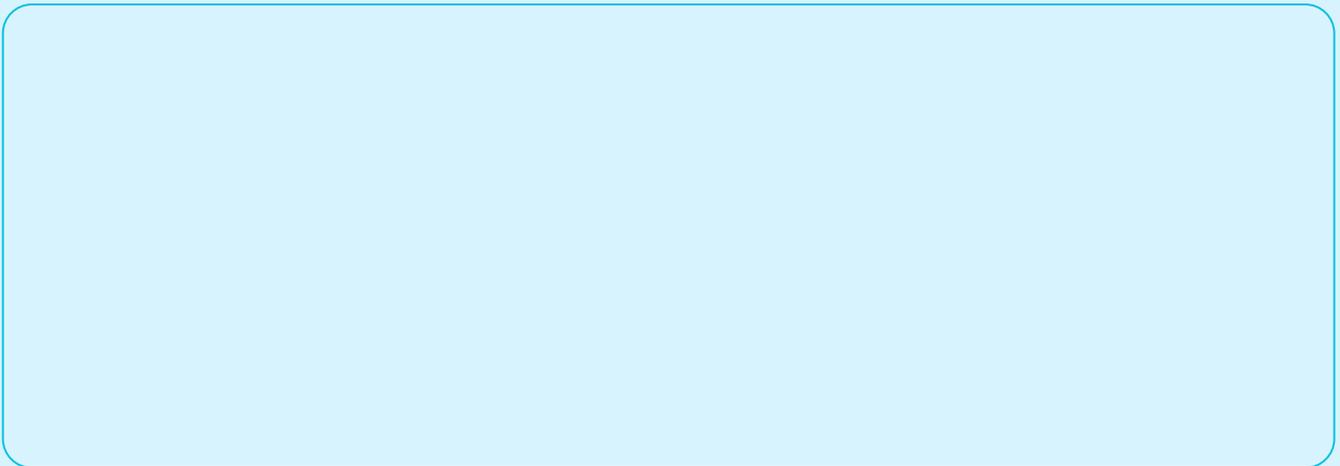
# DAILY *Reflection*

WEEK 11

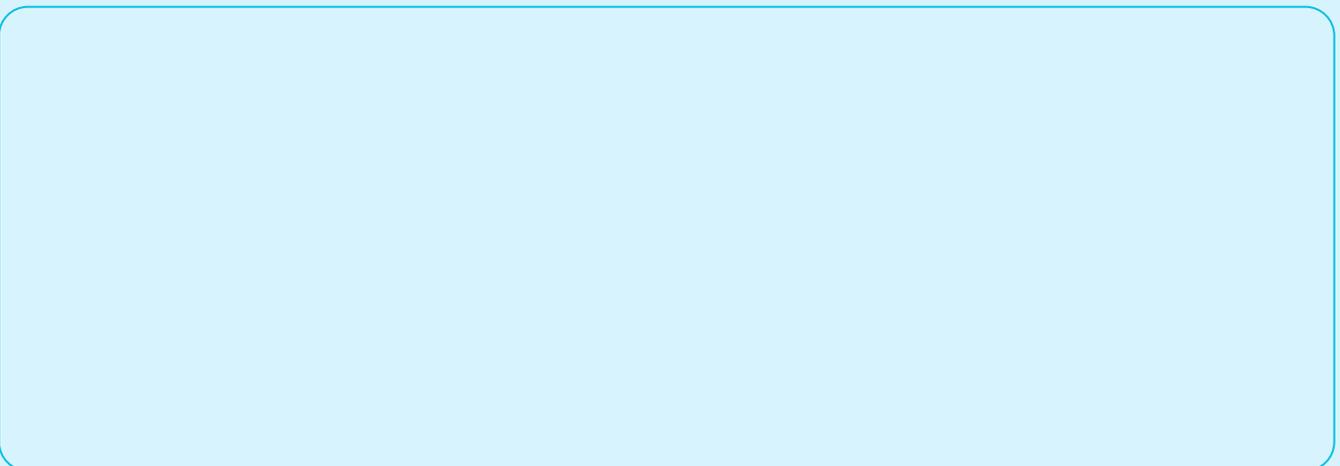
MONDAY



TUESDAY



WEDNESDAY



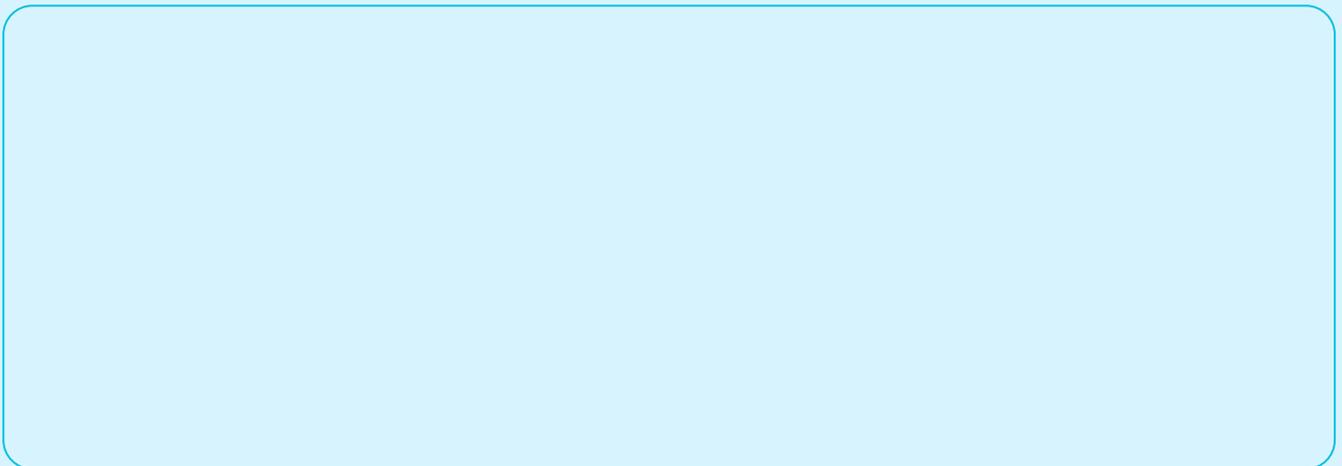
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WEEK 11

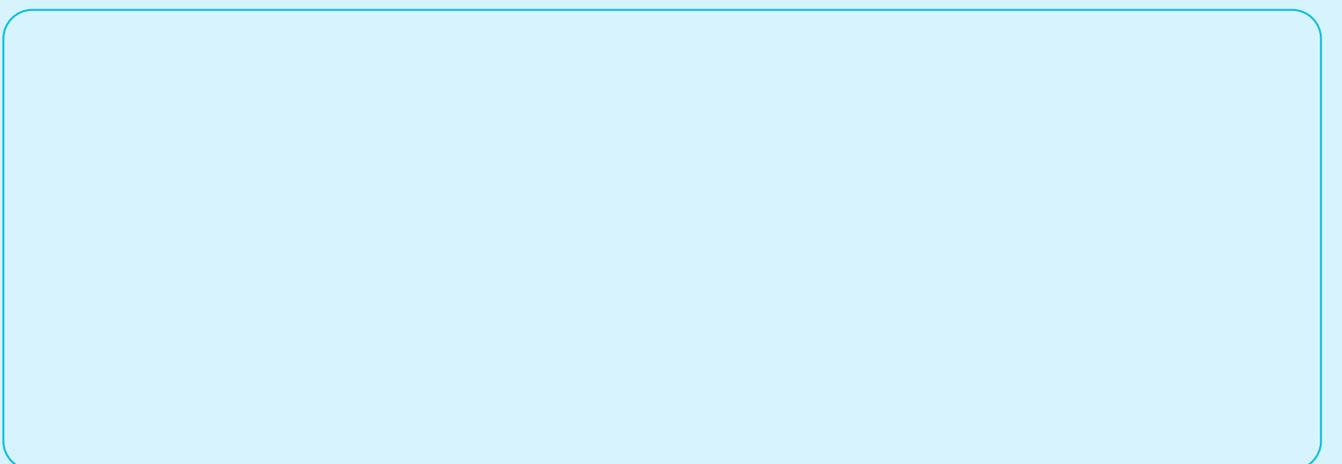
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

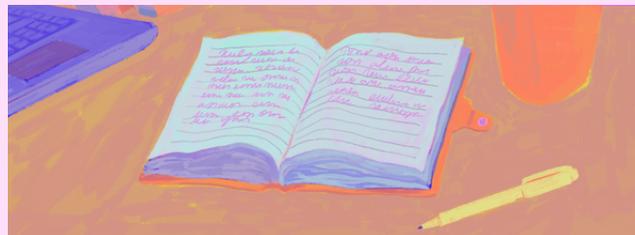
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3. \_\_\_\_\_

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#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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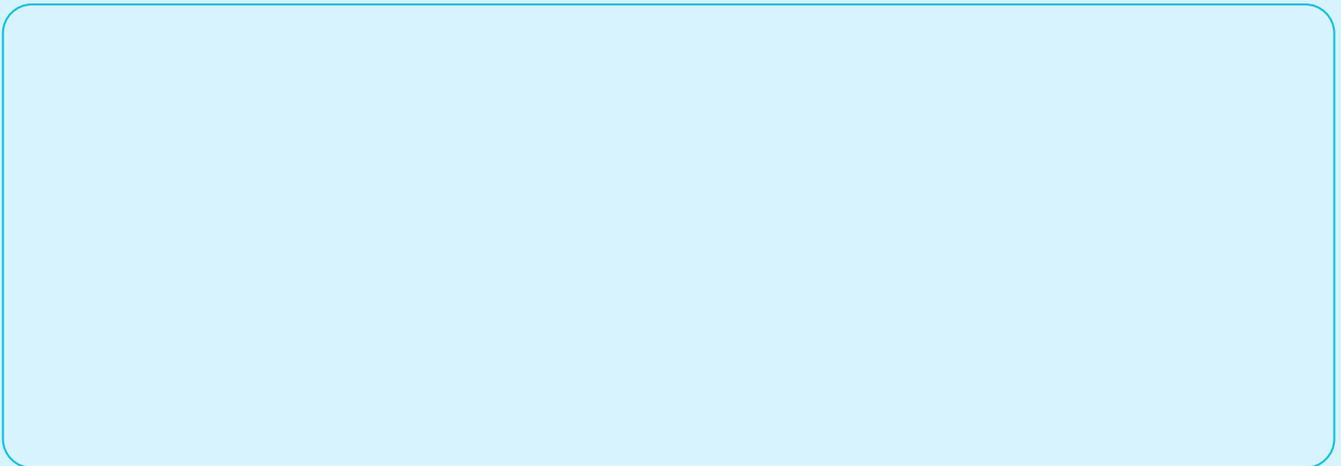
# DAILY *Reflection*

WEEK 12

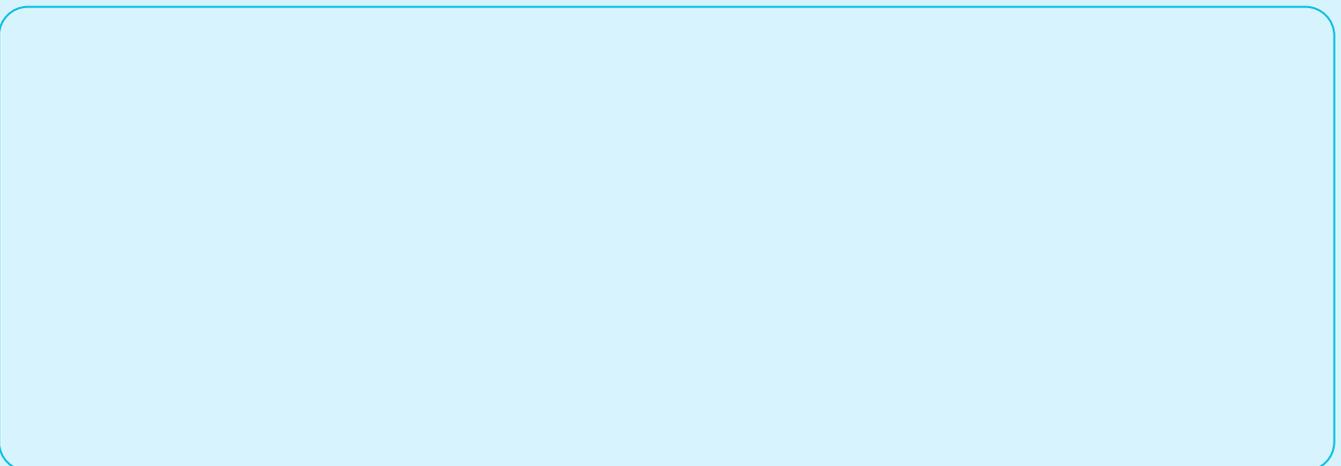
MONDAY



TUESDAY



WEDNESDAY



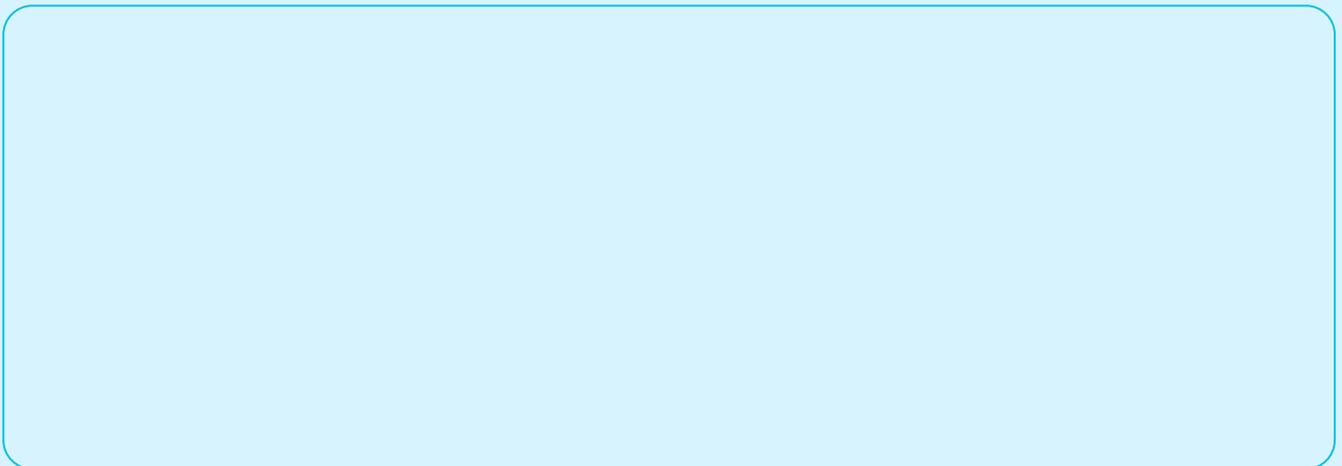
# DAILY *Reflection*

WEEK 12

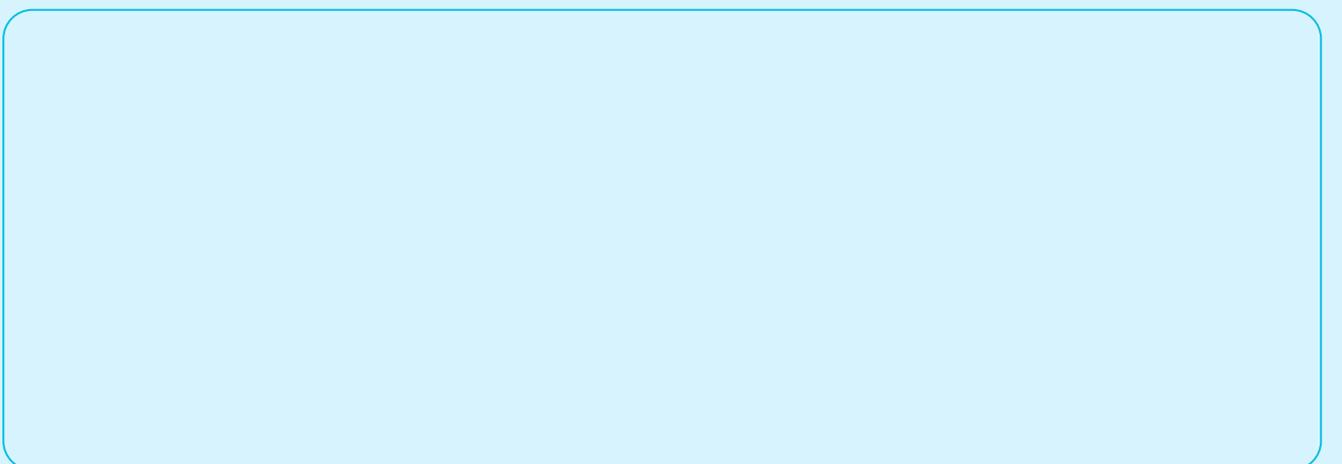
THURSDAY



FRIDAY



SATURDAY/SUNDAY



# SELF-CARE

## Journal

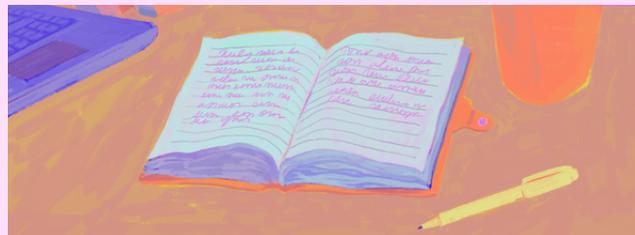
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#### WATER INTAKE



#### OVERALL MOOD THIS WEEK



#### NOTES/REMINDER

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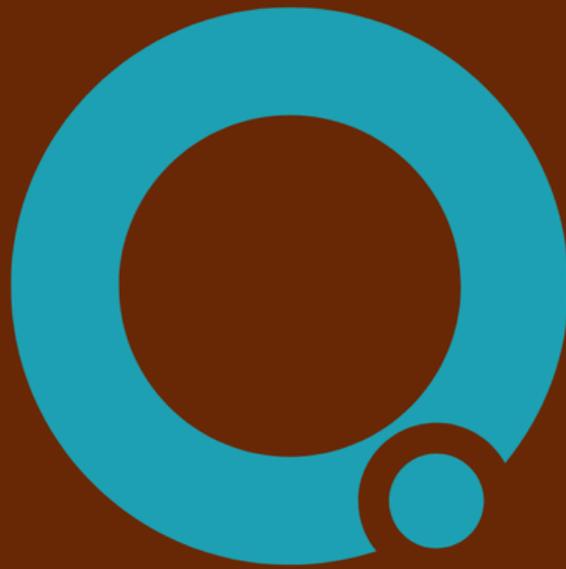
## **Final Three-Month Review**

- My 3 most significant leadership insights from this journey are...
- Skills or behaviours I have strengthened include...
- What do I now recognise as leadership load that I didn't three months ago?
- Ways I now create more space, reflection, or trust in my leadership are...
- How has my confidence, presence, or style shifted?
- What am I no longer carrying by default?
- My leadership focus for the next 3 months will be...



Final

# Reflection Summary



**c**ollabb**WAY**