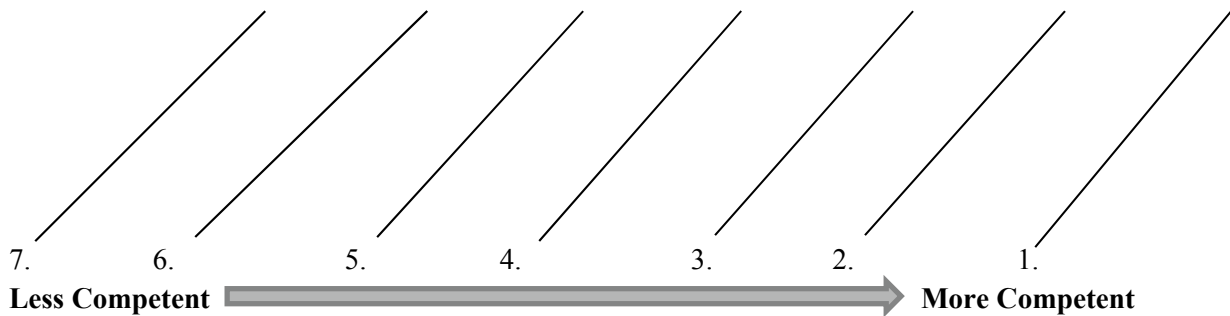


Individual Reflection and Action Plan

Key Traits of Phenomenal Executive Directors from Exponent Philanthropy

1. Of the seven traits, *masterful communicator, great people-person, big-picture thinker who can get down to brass tacks, change manager, self-aware leader, network weaver, knowledgeable and continual learner*, I would rank myself as follows on each trait...



2. Of the seven traits, the one that I feel would most expand my capabilities as a leader today is: _____

3. I plan to further develop this leadership trait by using the following Reflective Practice(s):

1. _____

2. _____

3. _____

Philanthropy's Reflective Practice Tools

We've been asking colleagues in philanthropy what tools and skills they use to learn from their experiences...

Reflection-Before-Action

Prep by clarifying my intentions

"I journal to get clear about my goals so I can be explicit about them in action."

Put a pin in (re)actions

"When drafting an email that may ruffle feathers, I hold it in my draft folder for a day or two and make sure I still feel it is what I want to say before sending."

Change the Venue

"I suggest we take a walk to have a conversation or have meetings in different environments out of the office."

Reflection- In-Action

Listen to my body and keep an eye on my behaviors

"I watch for and manage my "triggers" – anger, frustration, shutting down, having to talk, etc."

Go to the balcony for a different perspective

"When I feel like a lot is happening at once, I take a mental snapshot of the moment and ask, what am I noticing in the picture?"

Press the Pause Button

"I'll say, 'Hang on, I want to sit with this for a moment.'"

Invite collaborative reflection

"I suggest we take 5 minutes at the end of the meeting, to ask ourselves: What Happened, So What, and Now What."

Your Reflection-After-Action

Use Peer Consultations

"Write up and present my dilemma to colleagues to get more clarity by listening to their thoughts without reacting."

Dedicate time for thinking

"Practice end of week reflection activity: write down experiences and conversations I had, people I met."

Build in time for reflection in general

"Mandatory 30 minutes of reading articles to get my head away from day-to-day grind."