

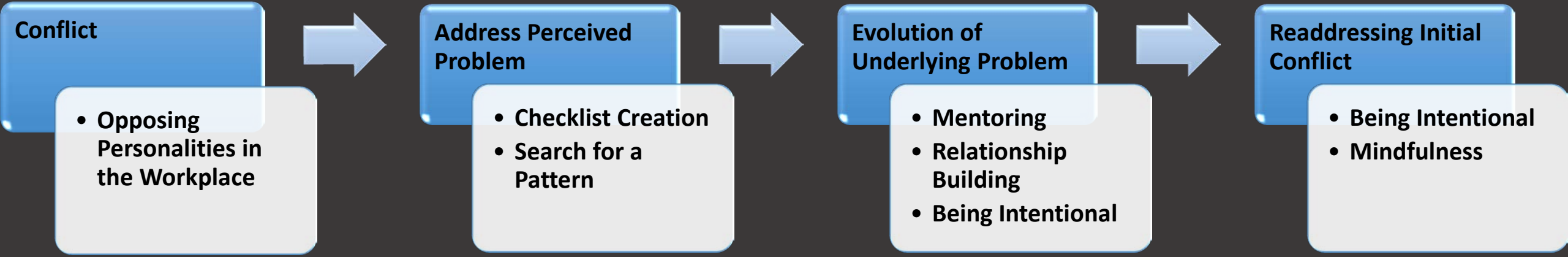
Analysis  
&

Frustration

Identification

Refinement

Plan for Practice



1. **Proactivity:** Did you go into the situation with the intention of leading and mentoring? Did you behave in accordance with underlying values?

2. **Begin with the end in mind:** What were you trying to accomplish with this interaction? Were you successful?

3. **Put first things first:** Was the interaction valuable? Urgent? Why or why not? What could have made it more meaningful?

4. **Think win-win:** Did this meeting inconvenience anyone? Was it worth it? Did all involved members gain something?

5. **Seek first to understand, then be understood:** How would you rate your listening? Were you listening to learn or to reply/talk? Did you gain a new perspective or appreciation?

6. **Synergize:** How can this person be a part of your "team"? Is this a relationship/network that is synergistic? Why or why not?

7. **Sharpen the saw:** Did this interaction set the foundation for further discussion? How can you capitalize on future opportunities?

**Summarize the conversation/interaction. Note perceptions of success, failure, learning, understanding, etc. How did you feel afterwards? How do you think the other person (people) felt? Was it meaningful?**

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