13. Reflection tool

The process of reflection is often presented as a cycle:

**Step 1:** What is the issue or topic that needs to be explored?

**Step 2:** What information do I have about it? What additional information do I need? Am I aware of the points of view of all involved and do I have information from different sources?

**Step 3:** What does this information tell me about what is going on here? Who is involved?

**Step 4:** What will I do? Do I need to do anything? Do I need assistance or more expert knowledge? When and how will I do it?

**Step 5:** Do it: action and implement.

**Step 6:** How did it go? Do I keep going or change tactics? Did it turn out like I expected? Is it a positive change? When will I review?