**REFLECTION**

 **What boosts or drains me and/or my team?**

**Instructions:**

Over the course of a few working days, please fill out by:

1. Using a coloured pen to write on the arrows going OUT ( ); these represent the activities, habits, practices, experiences, circumstances, etc. that seem to **DRAIN** you/your team. See example below **in red**.
2. Using a different coloured pen, write on arrows going IN ( ); these represent the activities, habits, practices, experiences, circumstances, etc. that seem to **ADD/BOOST** you/your team. See example **in green**.
3. If you run out of arrows, add as many as you need.
* What do you notice having done this reflection?
* What adjustments and changes might be needed?
* What will you do differently because of this insight?

Unproductive meetings

Time to think

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Name/Team