



BurnBright Advisory

burnbrightadvisory.com

Mini Workshop

Delegation Readiness Framework

Reflection Journal

12-week structured reflection practice

Date	14 June 2026
Workshop	Mini Workshop Series
Prepared By	BurnBright Advisory
Classification	Confidential



How to Use This Journal

This journal is your 12-week structured reflection practice for Delegation Readiness Framework development. Consistent weekly reflection is the single most powerful habit for sustainable leadership growth.

The leader who reflects consistently for 12 weeks will develop more than the leader who attends 12 workshops.

Journal Guidelines

Complete one entry every week — ideally on the same day at the same time.
Set aside 15-20 minutes of uninterrupted time for each entry.
Be specific and honest. Vague reflection produces vague growth.
Review your previous entry before starting a new one to track patterns.
Share selected entries with your manager or coach to deepen accountability.

My intention for this 12-week journal:

What I most want to develop in Delegation Readiness Framework over the next 12 weeks:

How I will know my Delegation Readiness Framework has genuinely improved:



Week 1 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 2 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 3 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 4 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 5 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 6 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 7 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 8 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 9 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 10 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 11 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?



Week 12 | Delegation Readiness Framework Reflection

Date: _____

Energy Level: ____ / 10

This week, Delegation Readiness Framework showed up in my leadership when...

The most important thing I learned or noticed this week:

One thing I will do differently next week because of this reflection:

What worked well?

What was difficult?

What will I change?
