



BurnBright Advisory

burnbrightadvisory.com

Mini Workshop

Leadership Capacity Planner

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 Leadership Capacity Planner 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 Leadership Capacity Planner over the next 12 weeks:

How I will know my Leadership Capacity Planner has genuinely improved:



Week 1 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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 | Leadership Capacity Planner Reflection

Date: _____

Energy Level: ____ / 10

This week, Leadership Capacity Planner 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?
