



# Pause & Reflect

## Factsheet

# Pause and Reflect

## *Life is different*

We're living our lives very differently now, with many of us needing to stay at home to stop coronavirus from spreading.

There are new routines to adapt to - working from home, home schooling, caring for someone vulnerable or perhaps you're away from someone because they're working on the frontline.

The situation is different for everyone.

## *More time*

Too often we live our lives on autopilot, going through the motions, not taking time to concentrate on what really matters.

And with the absence of the daily commute or school run many of us have found we now have a bit more time on our hands.

It's a perfect time to pause and reflect.

## *Reflection journal exercise*

Look for personal growth opportunities and notice trends as to how your days and weeks are going, with a reflection journal.

- ✓ Write what went well today. You'll look back at this from time-to-time, so be detailed and don't hold back.
- ✓ Write what didn't go as you would have liked. List the experience(s). Also make a note of what your role was in these situations, but don't beat yourself up. Write it from a factual point of view.
- ✓ Write what you want to achieve tomorrow. Be BOLD. But set goals that you feel you can achieve, or at minimum move forward.



Use your journal daily. Writing it down celebrates what went well, what didn't, and what positive things you'll do tomorrow. It provides you a way to release everything that happened in your day, so you can get a restful sleep.

Pressing pause at the right time gives us a chance to re-evaluate our goals based on their current relevance and adjust our focus accordingly.



# Pause and Reflect

## *Feel empty after hitting a goal?*

Have you ever finished something big, but instead of feeling great about it, you felt quite blue? A goal can give us a sense of power and direction. It gives us something to do and makes us feel good as we tick off milestones.

Goals affect our overall sense of connection and purpose and they give us personal value.

So, when the objective you've worked so long and hard for is suddenly done and dusted, all those links and feelings can disappear. There's suddenly time to fill.

## *Get up and running again*

Life's a marathon, not a sprint. Pausing to reflect isn't a privilege - it's a must.



### **Take a break**

Pace yourself. Slow down, unwind and relax. You'll feel more refreshed and recharged to take on your next challenges.



### **Learn from mistakes**

Failures aren't a reason for disappointment, but a valuable learning opportunity.



### **Reflect**

Hit pause while you're in the middle of something you're working towards. Evaluate what you've achieved so far and what you need to do next.



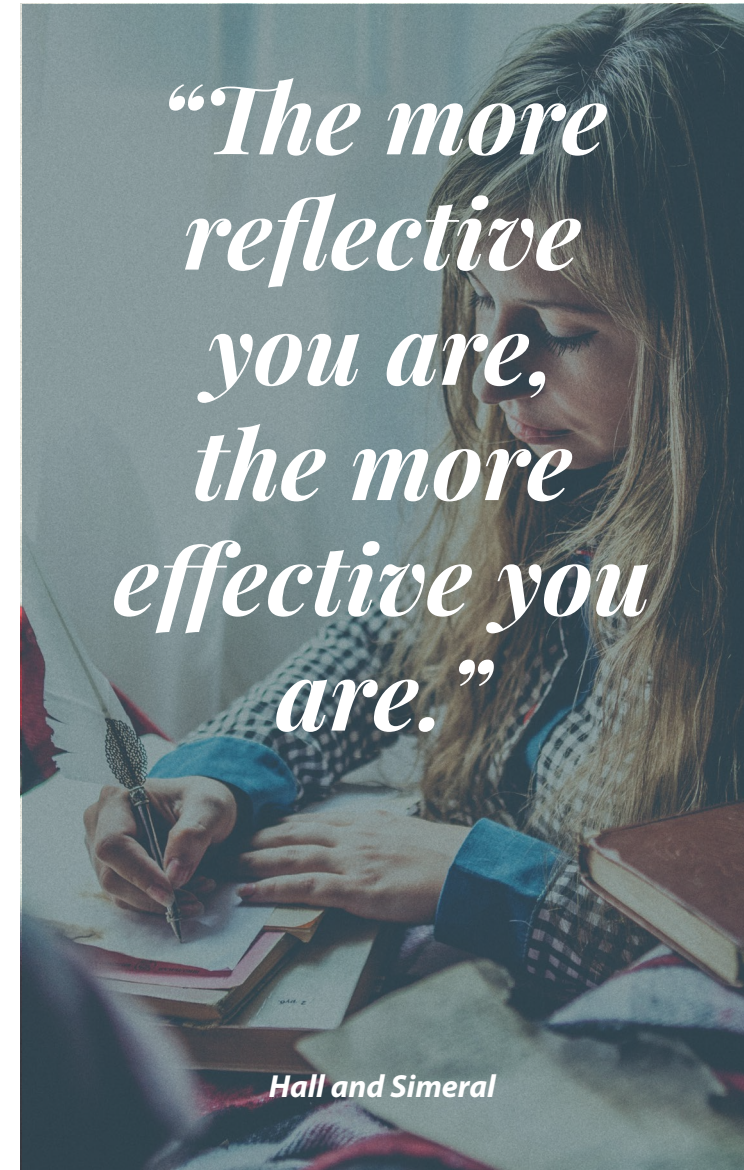
### **Plan for the future**

Create a plan so you get to make choices and decisions, rather than leaving things up to chance. Come up with big and small goals to avoid that empty feeling when one big goal has finished.



### **Celebrate achievements**

Celebrating the victories however big or small, will encourage you to keep going.



*“The more reflective you are, the more effective you are.”*

*Hall and Simeral*

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