

#### Your 5% Reflections

The 5% Reflection is a structured way to share the most meaningful moments from your past month—events that had a **deep personal, professional, or emotional impact**. This is not about catching the group up on everything, but rather **filtering for the moments that truly mattered to you**.

Your **goal** is to reflect, gain insight, and share openly—not to entertain, prove a point, or dwell in unnecessary details.

## **Tips for Effective 5% Reflection**

- ☑ Use precise and meaningful words to describe your emotions.
- **Keep your headline to one sentence**—focus on the key moment.
- Don't get lost in a full personal update—stay focused on the 5%.

# **How to Prepare / Share Your 5% Reflection**

#### **Breakdown of a 5% Reflection:**

- 10% Identify your emotions (3-5 key feelings).
- ◆ **10**% Craft a **one-sentence** headline that summarizes what happened.
- ◆ 80% Explain why this moment was personally significant to you.

### **Preparation Mindset:**

- Filter for moments that had **real significance** in your life.
- Start with what matters most
- If you would share it with someone in an elevator, it's not your 5%

### 5% Reflections Worksheet

Use the worksheet below to organize your reflections before sharing. **Think about the most impactful moments from the past month** and categorize them under the relevant area of your life.

Category	Feelings (3-5 words)	Headline (1 sentence summary of what caused these feelings)	Significance (Why was this moment meaningful / 5%?)
Work			
Family			
Personal			

A challenge or opportunity I would like to explore further with the group is			