Please answer the following questions in a Word document and submit.

Reflection works best and is most effective when you find the time and method that works best for you. Please answer the following questions to build your plan for personal reflection practices.

1. How often do I reflect?

I reflect daily. At the end of the day, I sit in a quiet place and think about the activities, tasks I did. I think about the things that went well in these and think about other possibilities by which I could have improved the efficiency or the outcomes of the situation. After doing this critical thinking, I use them in the next day, to improve my thinking.

1. Where do I reflect best?

I reflect best in a quiet place, it could be a room, outdoors, when I am strolling. Anywhere, where I could be away from disturbance.

1. When do I prefer to reflect?

As I mentioned before, at the end of the day is best time for me to think about.  Things I have done during day and do some critical thinking.

1. What am I doing when reflecting?

Whenever I am reflecting, I tend to write some ideas if they could impart my efficiency or refine the way I have done the task.

1. What tools do I use to reflect? (Example: writing in a journal, using an app etc.).

Normally I write on my phone only, I use an application called one Note by Microsoft. This application in synced to all my devices, so that I can read them and add any new things.