



**PROSPER**  
PROFESSIONAL COACHING

## 90 Day Reflection Tool

## **Guidelines for Completing Your 90 Day Reflection ...**

**Before starting...**Please read all the sections thoroughly before you start so that you have a feel for the overall document.

**Confidentiality...**Naturally, you can relax in the knowledge that your questionnaire will be strictly confidential, so please answer each section with absolute honesty and openness.

**Creating the time and the space...**Clearly the value that you get out of this questionnaire will directly relate to how much time and consideration you give it. Please ensure that you find a quiet space and allow yourself adequate time to work through the questionnaire in one sitting.

**This is your input (and yours alone)...**Remember, this is very much your exercise. So please complete each section with a high level of honesty as you see things.

**Capturing the Value...**When you are filling out the questionnaire, don't feel limited by the writing space available in that section. If you're feeling inspired to write more, then simply keep writing on the reverse, photocopy the page or begin on a fresh page ... either way ensure you capture all the value of this exercise.

**...finally, enjoy the process!**



## Learnings (past 90 days)...

Its time to reflect on those times and experiences over the past 90 days when things may not have worked out exactly as you'd planned. After-all, we always learn much more from our mistakes & "failures" than we ever learn from our "successes". When you consider the significant challenges, failures or disappointments you experienced what were your "learnings" now that you have had the opportunity to reflect? What is it you now know about yourself, your market, customers, business and team?

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Specifically, what key challenges and opportunities do you face in the following areas?.

**Financial**

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**Operations / Delivery of products or services**

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**Sales / Marketing...**

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## **Intentions (next 90 days)...**

It's a fact that we receive much of our energy & inspiration from the "future" and the promise of what's possible in our business. There's always more to do, things can always be done better, everything can be improved, we always need to hold a picture in mind of what we are building. The human mind is target seeking by design, which is why dedicating time to define our goals, dreams, plans and aspirations is so important. we call this the power of intention! Carefully consider each aspect of your business and your role within it and define what you would like to achieve or create over the next 90 days. As a prompt consider your team, customers, new products, systems, technology, distribution, marketing, business development, sales and profitability etc...

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