

Decision Reflection Log

Effective decision-making improves with reflection. This log helps individuals evaluate past decisions to identify what worked, what didn't, and how to make better, faster, and more confident choices in the future.

1. Purpose of This Tool

- ☐ Improve the quality of future decisions through structured reflection.
- ☐ Identify patterns in thought processes and behaviours.
- ☐ Strengthen judgement, confidence, and accountability.
- ☐ Learn from both successful and unsuccessful outcomes.
- ☐ Build a decision-making mindset based on logic, not emotion.

Tip: Reflection after each major decision sharpens insight and reduces the risk of repeating mistakes.

2. When to Use This Log

- ☐ After significant business or personal decisions.
- ☐ Following challenging conversations or conflicts.
- ☐ When a decision led to unexpected results.
- ☐ During performance reviews or learning sessions.
- ☐ When preparing for similar decisions in the future.

Tip: Use this tool regularly to transform experience into learning.

3. Decision Record Table

Decision Made	Date	Context / Situation	Expected Outcome	Actual Outcome	Result (Positive / Negative / Mixed)
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- ☐ Record decisions while details are still fresh.
- ☐ Be factual and concise rather than emotional or defensive.

Tip: Over time, reviewing this log reveals how you think and respond under different circumstances.

4. Reflection Questions

1. Decision Process

- What information did I use to make this decision?
- Who did I consult, and was that sufficient?
- Was I influenced by pressure, habit, or bias?

2. Outcome Analysis

- Did the outcome match my expectations?
- What went well in how I handled the process?
- What could I have done differently?

3. Learning for the Future

- What key lesson can I apply next time?
- What signals or red flags did I miss?
- How will I improve my approach to similar decisions?

Tip: Reflection should lead to practical insights, not self-criticism. The goal is progress, not perfection.

5. Decision-Making Influences

Influence Type Description		Positive or Negative Effect
Emotional	Feelings or instincts influencing choice	
Logical	Data or facts guiding decision	
Social	Input or pressure from others	
Organisational	Policies, rules, or company culture	
Situational	Timing, workload, or resource constraints	

- ☐ Recognise which influences consistently lead to good outcomes.
- ☐ Note patterns that cause recurring problems.

Tip: Awareness of influences helps balance intuition with rational thinking.

6. Risk and Reward Reflection

Decision Risks Identified Rewards Expected Was the Balance Appropriate?

- ☐ Assess whether risks were understood and managed effectively.
- ☐ Identify cases where risk aversion or overconfidence distorted judgement.

Tip: Confident decision-makers balance boldness with prudence.

7. Feedback and Input

- ☐ Who provided feedback on this decision?
- ☐ What did I learn from their perspective?
- ☐ Did I communicate my reasoning clearly to others?
- ☐ How could I improve collaboration or consultation next time?

Tip: Seeking feedback on your decisions is a sign of strength, not weakness.

8. Improvement Actions

Lesson Learned Action to Apply Next Time Deadline / Reminder

- ☐ Review and update improvement actions quarterly.
- ☐ Share insights with team members if relevant.

Tip: Turning lessons into actions ensures real growth in decision quality and confidence.

Notes

9. Decision Quality Indicators

Indicator	Description	Rating (1–5)
Clarity	The goal and purpose of the decision were clear.	
Speed	The decision was made in a timely manner.	
Logic	Reasoning was structured and evidence-based.	
Collaboration	Input from the right people was sought.	
Learning	Key insights were documented and reviewed.	
☐ Track improvement in decision quality over time.		
☐ Use this to strengthen future judgement and efficiency.		

10. Summary Reflection

- ☐ What is the most valuable lesson from this decision?
- ☐ How can this insight improve future performance?
- ☐ What new habit or mindset will help me make stronger decisions?
- ☐ How will I hold myself accountable to applying this learning?

Tip: Reflection closes the loop on experience. Each decision reviewed brings greater awareness and wisdom.

How to Use This Tool

Use this log for every major decision or recurring challenge. Review it monthly or quarterly to identify themes in your choices. When used consistently, this tool strengthens self-management, improves judgement, and enhances confidence in decision-making.

Notes