1. What happened? (Write what you did, said, or saw.) 2. What were you thinking and feeling at the time? 3. Who was affected by your actions, and how? 4. What could you have done differently? 5. What will you do next time you're in a similar situation? 6. How can you make things right? (Examples: apologise, help someone, write a note, fix the problem.) Reflection Check Tick what you have done or plan to do: ☐ Said sorry ☐ Took responsibility ☐ Made a plan \square Ready to move on