
REFLECTION KIT

Hopeful Honest
Conversations

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HOPEFUL HONEST REFLECTION KIT

A practical resource for leaders and teams

1. Purpose

To build a shared habit of **honest and hopeful reflection** that improves judgement, strengthens trust, and accelerates learning.

This kit gives you:

- A **12-minute meeting insert**
- A **monthly deep dive** format
- **Two-question check-ins**
- **Facilitation language**
- A **Shared Reality sheet** and **scorecard**

2. Weekly Meeting Insert (12 minutes)

Use this as a standing agenda item in any meeting where decisions or priorities are discussed.

MINUTE 0-1: NAME THE INTENTION

Leader script:

"Before we solve anything, let's see clearly. Honest and hopeful. What is really happening, and what still might be possible?"

MINUTE 1-7: THE ICEBERG SCAN

Prompt:

- Events – What happened?
- Patterns – What keeps repeating?
- Structures – What routines, incentives, or relationships hold this in place?
- Assumptions – What would have to be true for this to persist?

Capture the top three assumptions on a visible **Shared Reality list**.

MINUTE 7-10: PREMORTEM PULSE

Prompt:

"Imagine it's 12 months from now and this failed. Why?"

Harvest risks without blame. Thank people for their honesty.

MINUTE 10-12: HOPE IN MOTION

Decide the **smallest next useful step**.

Name the owner and check-in date.

Translate belief into **agency and pathways**.

3. Monthly Deep Dive (60-90 minutes)

For stubborn patterns or high-stakes initiatives.

1. **Set context:** What outcome are we missing and why does it matter?
2. **Data and stories:** Two slides or less. What are we seeing? Where are we guessing?
3. **Iceberg at depth:** Events → Patterns → Structures → Assumptions. What do we need to test?
4. **Psychological safety reset:** What can be said here that has been hard to say elsewhere?
5. **Design hope:**
 - Agency – What do we own?
 - Pathways – Three routes we can try; choose one to test.
6. **Commitments:** One-week experiments, clear owners, evidence we expect to see.

4. Two-Question Check-In

Use at the end of meetings or one-to-ones.

1. **Are we being honest about what's really happening?**
2. **Are we holding hope for what's still possible?**

5. Facilitation Language

Use phrases like:

- *"Truth before tactics."*
- *"Let's describe reality, not defend positions."*
- *"Say the quiet thing and we'll thank you for it."*
- *"Assume good intent, inspect impact."*
- *"Smallest next useful step."*
- *"We can design another route."*

6. Roles in the Room

ROLE	WHAT GOOD LOOKS LIKE
Leader	Sets the tone, names the intention, protects dissent, and connects honesty to action.
Scribe	Captures the Shared Reality list, assumptions to test, and decisions with owners and dates.
Timekeeper	Keeps to the 12-minute cadence and calls the shift from reflection to action.

7. Shared Reality Sheet

Use this as a table worksheet or digital whiteboard section.

SECTION	NOTES
Events – Facts we see	
Patterns – What repeats	
Structures – Routines, incentives, relationships	
Assumptions – What would have to be true	
Risks – If we fail, why	
Hope (Agency) – What we own	
Hope (Pathways) – Routes to try	
Smallest next useful step (owner & date)	

8. One-Page Scorecard

Rate each statement from 1 (low) to 5 (high) weekly.

ITEM	SCORE (1-5)	NOTES
We told the truth about the state of play.		
We surfaced at least one assumption and wrote it down.		
We thanked dissent and made it safe to speak.		
We named our agency and chose a pathway.		
We committed to a smallest next useful step with an owner and date.		
We closed the loop on last week's commitment.		

9. Quarterly Reflection (90 minutes)

1. What patterns have changed and what has stayed stubborn?
2. Where did honesty increase, and where is it still rare?
3. What evidence shows that hope turned into agency and pathways?
4. What will we stop, start, and continue next quarter?

HOW TO USE THIS KIT

- **Embed it:** Make reflection a standing part of your rhythm, not a one-off activity.
- **Model it:** Leaders go first. When you name reality with calm and curiosity, others follow.
- **Balance it:** Keep hope and honesty in tension. One without the other will pull your culture off balance.