

Business Role Reflection Template

Name: _____ Date: _____

Role This Week: _____

(e.g., Designer, Printer Technician, Customer Service, Project Manager, Quality Control)

1. What were your main responsibilities in this role?

List at least 2-3 tasks you were responsible for during the workflow.

2. How well did you complete your responsibilities?

Circle one and explain below.

Excellent Good Developing Needs Improvement

Why did you rate yourself this way?

3. What challenges did you face in your role?

Did anything not go as planned? How did you handle it?

4. How well did you collaborate with your team?

Provide one example of how you communicated, helped, or supported someone else.

5. What did you learn from this experience?

This can be about design, customer service, teamwork, or problem solving.

6. What would you do differently next time?

7. Would you like to try a different role next time?

Yes No Maybe

If yes, which role and why?
