

LEVERAGE YOUR LESSONS

1. **Describe** the high-level situation.

Give this learning instance a title and provide some context for it.

2. **Recount** the actions.

Reflect on what happened and record a brief synopsis of "just the facts."

4. **Prepare** to integrate.

Looking ahead, how will you leverage these lessons for future success, what changes will you make, and what next steps can you take?

3. **Identify** the essential lessons.

Quantify your conclusions about what you learned.

