

Developmental Meeting Log

Date:	Time:	Location:
Desired Results: (Development Planning, Change Project Progress):		
Current Reality: <i>What has happened? Where am I now? (What's important, problems, stuck?)</i>	Reflect: <i>So what did you learn from that experience? (Strengths, preferences, how did you discover this?)</i>	
Generalize: <i>So what does that mean back on the job? (Apply to role/ project? Results?) I want to move from _____ to _____</i>	Action Planning: <i>Now what will you do to apply what you learned? (Weigh options, resources, obstacles, timeline?)</i>	
Next Meeting Time, Location and Expectations:		