

A photograph of two women in conversation. The woman on the left has curly hair and is wearing a dark top. The woman on the right has short grey hair, wears glasses, and a white button-down shirt. They are both looking towards each other. The background is a warm-toned wall with vertical lines.

# 360 REFLECTIONS CHECKLIST

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A comprehensive process overview guide for coaches and organizations seeking feedback for others.

# 360 REFLECTIONS CHECKLIST

## INTRODUCTION

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Welcome to our 360 Reflection Process Checklist. This guide is a companion to our blog post on personal and professional growth through 360-degree feedback.

As professionals guiding others through self-reflection and growth, you understand the power of comprehensive feedback. This checklist will help you structure an effective 360 reflection process for your clients or team members.

We've broken down the 360 reflection process into manageable steps, each with action items and key considerations. This practical approach will help you guide participants through gathering insights, analyzing feedback, and creating actionable development plans.

Use this checklist alongside our detailed blog post to facilitate a meaningful 360 reflection journey for your clients or team members.



## WHO IS THIS FOR?

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This checklist is for:

- Executive coaches implementing 360 feedback for clients
- HR professionals organizing 360 reviews within their organization
- Team leaders facilitating growth and development for their members
- Organizational development consultants
- Anyone responsible for guiding others through a 360 reflection process

If you're ready to learn and grow through 360 reflections, you're in the right place.

# 360 REFLECTIONS CHECKLIST

## 01. DEFINE REFLECTION OBJECTIVES

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Outline reflection goals and objectives	What specific outcomes are we hoping to achieve with this reflection?
<input type="checkbox"/>	Determine needed insights and key areas for growth	Which areas of life or work should we focus on for maximum impact?
<input type="checkbox"/>	Identify how results will inform personal or professional development	How will the insights be used to drive meaningful growth?

## 02. SELECT PARTICIPANTS

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Identify feedback providers	Who interacts with the individual regularly and can provide valuable insights?
<input type="checkbox"/>	Ensure a diverse range of perspectives	How do we get a well-rounded view from different areas?
<input type="checkbox"/>	Consider including both personal and professional connections	What balance of personal and professional feedback would be most beneficial?

## 03. DEVELOP FEEDBACK METHOD

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Create or select a feedback method (survey, interview questions, etc.)	What's the most effective way to collect feedback in our situation?  Visit <a href="http://www.reflect360.io">www.reflect360.io</a>
<input type="checkbox"/>	Ensure topics align with reflection objectives	What specific behaviors or skills should we ask about to get the most useful feedback?
<input type="checkbox"/>	Verify questions are clear, unbiased, and focused on observable behaviors	How can we phrase our questions to ensure they're objective and actionable?

# 360 REFLECTIONS CHECKLIST

## 04. PREPARE PARTICIPANTS

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Inform all participants about the purpose of the 360 Reflection	How can we clearly explain the value of this reflection to others?
<input type="checkbox"/>	Explain the process to participants	What information do participants need to feel comfortable giving honest feedback?
<input type="checkbox"/>	Discuss confidentiality and trust	How should we address any concerns about how the feedback will be used?

## 05. COLLECT FEEDBACK

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Distribute the questions or conduct interviews with selected participants	What's the most convenient way for people to provide thoughtful responses?
<input type="checkbox"/>	Set a timeline for feedback collection	How much time should we allow for collecting all the feedback?
<input type="checkbox"/>	Send reminders as needed	How can we respectfully encourage timely responses without being pushy?

## 06. ANALYZE FEEDBACK

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Review feedback received with the individual. Consider having feedback delivered by a certified coach or objective advisor/mentor	What common themes are emerging from the feedback?
<input type="checkbox"/>	Identify patterns, strengths, and areas for improvement	Which strengths and areas for improvement are consistently mentioned?
<input type="checkbox"/>	Summarize key themes across different feedback sources	Are there any surprising or unexpected insights?

# 360 REFLECTIONS CHECKLIST

## 07. SELF-REFLECT

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Schedule time for deep self-reflection	How has the feedback been received? What's our initial reaction?
<input type="checkbox"/>	Consider feedback objectively, focusing on behaviors and their impact	Which feedback points resonate most strongly? Why?
<input type="checkbox"/>	Reflect on how to use the insights for personal or professional development	How can this feedback be used as a catalyst for growth?

## 08. CREATE DEVELOPMENT PLAN

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Create an Individual Development Plan. Check out <link> to create your personalized Individual Development Plan.	Based on the feedback, what are our top priorities for development?
<input type="checkbox"/>	Outline steps for leveraging strengths	How can the identified strengths be used more effectively in daily life or work?
<input type="checkbox"/>	Develop strategies to address areas for improvement	What resources or support might be needed to successfully address growth areas?

## 09. IMPLEMENT AND FOLLOW UP

DONE	ACTION ITEM	CONSIDERATIONS
<input type="checkbox"/>	Schedule regular self-check-ins	How often should progress towards our development goals be reviewed?
<input type="checkbox"/>	Review progress on your action plan	How will we measure and celebrate meaningful progress?
<input type="checkbox"/>	Adjust goals as necessary	When might be a good time to consider doing another round of 360 reflection?

# 360 REFLECTIONS CHECKLIST

## WRAP UP

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You've made it through the 360 reflection process - well done!

Remember, the real work starts now. Take what you've learned and put it into action. It won't always be easy, but it's worth it.

Keep pushing forward, keep learning, and keep growing.

**You've got this!**



## KEEP GROWING!

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Want to learn more? We've got some great resources that might interest you:

- [Blog 1 <Link>](#)
- [Blog 2 <Link>](#)

Check out our blog at [\[Blog URL\]](#) for these and other helpful articles. There's always something new to discover!