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CAREER REFLECTION JOURNAL



Notice your growth. Understand your patterns.
Choose your next step with clarity.

A PRIVATE SPACE FOR HONEST REFLECTION

Guided prompts to recognise your strengths, learn from experience
and grow with intention.

NOTICE. UNDERSTAND. CHOOSE. GROW.

WELCOME

This Journal Is Where You Listen to Yourself

Not to impress anyone. Not to produce perfect answers. Simply to notice what is true.

The main guide helps you understand the changing world of work. The assessment helps you see where you stand. The workbook helps you take action. This journal gives you room to pause, process your experiences and discover what your progress is teaching you.

THE JOURNAL RULE

Write honestly, not beautifully. A short truthful answer is more useful than a long answer that sounds impressive.

Use this journal to:

- notice strengths you often overlook
- name fears without allowing them to control you
- recognise the conditions in which you do your best work
- learn from mistakes without shaming yourself
- record achievements before you forget them
- understand what you value and what you want next

A GENTLE NOTE

This is a career-development journal, not therapy or medical care. If reflection brings up distress that feels difficult to manage, consider speaking with a qualified professional or someone you trust.

BEFORE YOU BEGIN

Make This Journal Yours

My name is...

I am beginning this journal because...

At this point in my career, I feel...

There is no wrong emotion. You may feel hopeful, tired, curious, stuck, grateful, afraid—or several things at once.

By the time I reach the final page, I hope to understand...

Date started: _____

Date completed: _____

HOW TO USE IT

A Simple Reflection Rhythm

WHEN	WHAT TO USE
When you need clarity	Choose one guided reflection page.
After a difficult workday	Use the Daily Reset page.
At the end of a week	Complete one Weekly Reflection.
After a success or mistake	Use the Achievement or Lesson page.
Before a review or interview	Read your evidence, strengths and value pages.
When you feel stuck	Use the Gentle Restart page.

TEN MINUTES IS ENOUGH

Set a timer. Write without editing yourself. When the timer ends, underline one sentence that feels important.

My reflection time

Day(s): _____ Time: _____ Place: _____

What would make this feel safe and easy for me?

PART 1

Where I Am Now

“Clarity begins when I stop pretending not to know what I feel.”

IN THIS SECTION

Name your present reality without judgement. You are taking a snapshot, not writing a permanent definition of yourself.

Pause. Be honest. There is no perfect answer.

PART 1 • WHERE I AM NOW

My Career Weather Today

If my career felt like weather today, what would it be—and why?

Sunny, cloudy, stormy, windy, foggy, changing... use any picture that feels true.

What is giving me energy right now?

What is draining me right now?

ONE SENTENCE TO KEEP

Today, the most important truth I noticed is...

PART 1 • WHERE I AM NOW

What My Work Feels Like

MORE OF THIS What parts of work make me feel useful, interested or alive?	LESS OF THIS What parts leave me depleted, disconnected or small?
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What pattern do I notice?

One small boundary or change that may help is...

PART 1 • WHERE I AM NOW

The Story I Am Telling Myself

When I think about AI and the future of work, the story in my head is...

Which part of that story is fact?

Which part is fear, assumption or someone else's opinion?

A more balanced story could be...

PART 1 • WHERE I AM NOW

What I Can Control

WITHIN MY CONTROL My learning, effort, questions, boundaries, choices and preparation.	OUTSIDE MY CONTROL Other people’s decisions, every new technology, the economy and perfect certainty.
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Where have I been spending energy on what I cannot control?

What deserves my energy instead?

PART 1 • WHERE I AM NOW

A Conversation With My Future Self

Imagine yourself one year from now, calmer and more capable. What would that version of you thank you for starting today?

What would your future self tell you to stop postponing?

What reassurance would your future self give you?

PART 2

What I Bring

“My value is easier to see when I stop measuring myself only by what I still lack.”

IN THIS SECTION

Reflect on your strengths, lived experience, relationships and qualities that technology alone cannot reproduce.

Pause. Be honest. There is no perfect answer.

PART 2 • WHAT I BRING

Strengths I Use Without Noticing

What do people regularly ask me to help with?

What feels “easy” to me but difficult to others?

Which strength have I been treating as ordinary?

NAME IT CLEARLY

A strength does not have to be dramatic. Being dependable, calm, observant, kind, thorough or able to explain things clearly can create enormous value.

PART 2 • WHAT I BRING

Compliments I Need to Believe

WHAT SOMEONE SAID	WHO SAID IT?	WHY I MAY HAVE DISMISSED IT

What do these compliments reveal about me?

The compliment I am ready to accept is...

PART 2 • WHAT I BRING

Experience Has Taught Me

A difficult experience that made me wiser was...

It taught me how to...

That lesson helps me at work when...

The experience does not define me, but it has given me...

PART 2 • WHAT I BRING

My Human Qualities

I SHOW CARE BY...

How do I listen, support, include or protect others?

I SHOW JUDGEMENT BY...

How do I weigh context, risk, fairness or consequences?

Which human quality do I want to become known for?

What would that quality look like in an ordinary workweek?

PART 2 • WHAT I BRING

The Work I Am Proud Of

Describe one piece of work, decision or contribution that still makes you proud.

What did you do that made the result possible?

Which strengths were present?

What does this memory prove about you?

PART 3

What I Am Learning

“Growth is not proof that I was inadequate. It is proof that I am alive and paying attention.”

IN THIS SECTION

Use your experiences—good and difficult—as information. Reflection turns experience into learning.

Pause. Be honest. There is no perfect answer.

PART 3 • WHAT I AM LEARNING

A Recent Win

What went well?

What did I contribute?

What support, preparation or habit helped?

What can I repeat next time?

PART 3 • WHAT I AM LEARNING

A Recent Mistake

What happened? Describe it without insulting yourself.

What was within my responsibility?

What did I not know or notice at the time?

What will I do differently?

SPEAK TO YOURSELF FAIRLY

Accountability says, “I can learn from this.” Shame says, “This is all I am.” Choose accountability.

PART 3 • WHAT I AM LEARNING

Feedback I Received

What feedback did I receive?

What emotion did it bring up first?

What part may be useful—even if the delivery was imperfect?

What part do I need to question, clarify or release?

PART 3 • WHAT I AM LEARNING

A Question I Am Afraid to Ask

The question is...

I am afraid to ask because...

What is the cost of staying silent?

How could I ask respectfully and safely?

PART 3 • WHAT I AM LEARNING

My Learning Pattern

I learn best when...

I lose interest or become overwhelmed when...

A small learning habit that has worked before is...

To make learning easier this time, I will remember...

PART 4

How I Work With Others

“Career growth is personal, but it is rarely solitary.”

IN THIS SECTION

Notice the relationships, conversations and environments that help you contribute at your best.

Pause. Be honest. There is no perfect answer.

PART 4 • RELATIONSHIPS

People Who Help Me Grow

PERSON	WHAT I LEARN FROM THEM	HOW I CAN NURTURE THE CONNECTION

Who have I not thanked?

What kind of support do I need more of?

PART 4 • RELATIONSHIPS

The Way I Communicate

When I feel confident, I communicate by...

When I feel threatened or ignored, I tend to...

How might others experience me in those moments?

One response I would like to practise is...

PART 4 • RELATIONSHIPS

A Difficult Work Relationship

What keeps happening?

What might the other person need or fear?

What do I need?

What boundary, question or conversation could improve the situation?

PART 4 • RELATIONSHIPS

Asking for Help

Where am I struggling quietly?

What makes asking for help difficult for me?

Who could give practical, emotional or technical support?

The exact request I could make is...

PART 4 • RELATIONSHIPS

The Contribution I Want to Make

How do I want people to feel after working with me?

What problem do I enjoy helping people solve?

What kind of team member or leader do I want to be?

One behaviour that would make this visible is...

PART 5

What Matters to Me

“Success feels empty when it requires me to abandon what matters most.”

IN THIS SECTION

Clarify the values, conditions and boundaries that should guide your career decisions.

Pause. Be honest. There is no perfect answer.

PART 5 • WHAT MATTERS

My Career Values

Circle or underline the words that matter most, then add your own.

**Growth • Stability • Service • Creativity • Faith • Family • Freedom •
Integrity • Impact • Recognition • Learning • Security • Leadership • Balance**

My five most important values are...

Which value is well represented in my current work?

Which value is being neglected?

PART 5 • WHAT MATTERS

Success in My Own Words

If nobody could see my title, salary or achievements, success would still mean...

What definition of success have I inherited from other people?

What part of that definition do I want to keep?

What part am I ready to release?

PART 5 • WHAT MATTERS

My Non-Negotiables

I NEED Conditions that help me stay healthy, effective and true to my values.	I CANNOT KEEP ACCEPTING Patterns, treatment or conditions that repeatedly cause harm.
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A boundary I need to communicate more clearly is...

How can I express it respectfully?

PART 5 • WHAT MATTERS

Work and the Rest of My Life

What is work currently giving me?

What is work currently taking from me?

What deserves protection outside work?

One adjustment that could create more room is...

PART 5 • WHAT MATTERS

The Opportunity Test

An opportunity I am considering is...

WHAT ATTRACTS ME

Growth, money, meaning, people, flexibility, challenge...

WHAT CONCERNS ME

Risk, values, timing, pressure, hidden cost, missing information...

What question must I answer before deciding?

What choice feels aligned—and why?

PART 6

Becoming More Visible

“My work cannot open doors people do not know I am ready for.”

IN THIS SECTION

Reflect on recognition, self-advocacy and the evidence that makes your value easier to see.

Pause. Be honest. There is no perfect answer.

PART 6 • VISIBILITY

Why Visibility Feels Difficult

When I think about speaking about my work, I feel...

The belief beneath that feeling may be...

What is the difference between bragging and sharing useful evidence?

A respectful way I can make my work visible is...

PART 6 • VISIBILITY

Evidence I Forget to Count

A problem I prevented or noticed early...

A person I helped succeed...

A process I made clearer, faster or easier...

A moment I stayed calm, ethical or responsible...

PART 6 • VISIBILITY

The Credit I Give Away

Where do I minimise my contribution by saying “it was nothing” or “anyone could do it”?

Who or what supported me?

What did I still personally contribute?

A truthful sentence that gives both support and contribution their proper place is...

PART 6 • VISIBILITY

My Value in My Own Voice

I am someone who...

People can rely on me to...

I create value by...

The evidence is...

READ IT ALOUD

If the words feel too grand, make them simpler—not smaller. The goal is truthful confidence.

PART 6 • VISIBILITY

A Courageous Career Conversation

The conversation I need to have is...

The outcome I hope for is...

The facts or evidence I can bring are...

How I want to show up in the conversation is...

My opening sentence could be...

PART 7

Where I Am Going

“I do not need the whole map. I need enough clarity for the next honest step.”

IN THIS SECTION

Gather what you have noticed. This section helps you name direction without turning the journal into another planning workbook.

Pause. Be honest. There is no perfect answer.

PART 7 • WHERE I AM GOING

What I Want More Of

In the next season of my career, I want more...

I want less...

I want to feel...

I want to contribute...

PART 7 • WHERE I AM GOING

The Next Version of Me

The professional I am becoming is someone who...

They respond to change by...

They keep learning by...

They protect their values by...

PART 7 • WHERE I AM GOING

What I Am Ready to Release

A belief about myself I no longer want to carry is...

A habit that once protected me but now limits me is...

An expectation that does not belong to me is...

What becomes possible when I let it go?

PART 7 • WHERE I AM GOING

My Next Honest Step

The direction I feel drawn towards is...

The uncertainty I must accept is...

The smallest step that would give me useful information is...

Who or what can support that step?

TAKE IT INTO ACTION

When you are ready to formalise your longer-term direction, transfer the relevant insights into The 90-Day Career Planning Templates.

REUSABLE PAGES

A Gentle Reflection Rhythm

“Small moments of attention can change the direction of a whole season.”

IN THIS SECTION

Use the following pages repeatedly. Print extra copies if you prefer handwriting, or duplicate the pages in your digital note-taking system.

Pause. Be honest. There is no perfect answer.

REUSABLE • DAILY RESET

Daily Reset 1

Date: _____ Today felt: _____

What happened today?

What did I feel—and what may have been beneath that feeling?

What did I handle well?

What do I need to release before tomorrow?

One kind sentence to myself is...

REUSABLE • DAILY RESET

Daily Reset 2

Date: _____ Today felt: _____

What happened today?

What did I feel—and what may have been beneath that feeling?

What did I handle well?

What do I need to release before tomorrow?

One kind sentence to myself is...

REUSABLE • DAILY RESET

Daily Reset 3

Date: _____ Today felt: _____

What happened today?

What did I feel—and what may have been beneath that feeling?

What did I handle well?

What do I need to release before tomorrow?

One kind sentence to myself is...

REUSABLE • DAILY RESET

Daily Reset 4

Date: _____ Today felt: _____

What happened today?

What did I feel—and what may have been beneath that feeling?

What did I handle well?

What do I need to release before tomorrow?

One kind sentence to myself is...

REUSABLE • WEEKLY REFLECTION

Weekly Reflection 1

Week of: _____

A moment I am proud of...

A challenge that taught me something...

A person or resource that helped me...

A pattern I noticed...

What I want to carry into next week...

What I want to leave behind...

REUSABLE • WEEKLY REFLECTION

Weekly Reflection 2

Week of: _____

A moment I am proud of...

A challenge that taught me something...

A person or resource that helped me...

A pattern I noticed...

What I want to carry into next week...

What I want to leave behind...

REUSABLE • WEEKLY REFLECTION

Weekly Reflection 3

Week of: _____

A moment I am proud of...

A challenge that taught me something...

A person or resource that helped me...

A pattern I noticed...

What I want to carry into next week...

What I want to leave behind...

REUSABLE • WEEKLY REFLECTION

Weekly Reflection 4

Week of: _____

A moment I am proud of...

A challenge that taught me something...

A person or resource that helped me...

A pattern I noticed...

What I want to carry into next week...

What I want to leave behind...

REUSABLE • WHEN I FEEL STUCK

The Gentle Restart

What am I avoiding?

What am I afraid will happen?

What do I actually know?

What would make the next step smaller?

What support can I ask for?

RESTART SENTENCE

I do not need to recover all the lost time today. I only need to begin again from where I am.

COMPLETION REFLECTION

Look How Far You Have Come

The most surprising thing I discovered about myself is...

A strength I now see more clearly is...

A fear that has less power over me is...

A truth I want to remember is...

The next step I am willing to take is...

COMPLETION REFLECTION

My Career Reflection Summary

WHAT I NOW KNOW	MY ANSWER
I do my best work when...	
The strengths I trust are...	
The values I must protect are...	
The pattern I want to change is...	
The contribution I want to make is...	
The direction I want to explore is...	

The sentence I want to carry forward is...

FINAL PAGE

You Are Allowed to Grow at Your Own Pace

Reflection is not standing still.

It is how you notice where you have been, understand what the journey has taught you and choose your next step with more honesty. You do not need to become a completely different person to remain valuable. You can become more aware, more skilled, more courageous and more intentional—one decision at a time.

YOUR CLOSING PROMISE

I will not dismiss my growth simply because it happened quietly. I will notice it, learn from it and keep moving.

My promise to myself is...

Keep noticing. Keep learning. Keep becoming.

Oluwakemi Ohi-Ojebuovboh