**Tools for Promoting Reflection**

*Reflection for action: Question based techniques*

*Systematic practice*

This is an approach that can be used to enable the maintenance of focus and to prevent drift

1. What are you trying to achieve? (this question asks us to identify aims and objectives, and is therefore concerned with goal setting)
2. How are you going to achieve it? (this second question is about process involved in getting us from where we are now to where we want to be. This is concerned with strategy setting)
3. How will you know when you have achieved it? (this question acts as a check on our proposals for action, helping to ensure that goals are achievable and the strategy is appropriate)

The first two questions are commonly used as part of planning and assessment. The third question is often omitted, even though it can be crucial in ensuring that we have answered the first two questions appropriately and have not been two vague in doing so. For example, we may be working with an adult who is isolated and as a result experiencing depression and to question one we may answer “To improve Mrs Smith’s quality of life and reduce isolation” to the second question we might say “Arrange for Mrs Smith to attend a luncheon club on Monday and Thursday” The third question might highlight some potential problems. How would you know that Mrs Smith’s quality of life has been improved? To what extent? Would we know when to withdraw from the situation? What would success look like in this case?