

Buying Time: Project Management When There Aren't Enough Hours in a Day

Self-Reflection and Evaluation Tool

4-D Reflection¹

A 4-D reflection is a personal reflection that helps you discover what is working well, dream about what could be, design what you want, and deploy a plan of action. These questions will help you reflect on what you learned in the session and how you will implement your learning in your practice.

Discovery

- What project management strategies or techniques have you tried?
- What strategies or techniques have worked for you?
- What strategies or techniques have not worked for you?

Dream

- What do you need to continue growing and implementing your project management skills?
- What other challenges are you experiencing with project management?

Design

- What is one thing that you want to change about your project management?
- What do you need in order to implement those desired changes?

Deploy

- What is your next step for improving your practice?
- How will you hold yourself accountable to your plan of action?

¹ 4-D Reflection is based on the 4-D model of Appreciative Inquiry developed by David Cooperrider and Suresh Srivastva in the 1980's at Case Western Reserve University.

Peters, B. (2025, January 10). *Three Tools for Self-Reflection — The Leadership Coaching Lab*. The Leadership Coaching Lab. <https://www.theleadershipcoachinglab.com/blog/tools-for-reflection>