



# Reflection and Action

## A Self-help Tool

This sheet will help you take an issue you're thinking about and decide what you can do to address it. It is built on the 'GROW' coaching model:

- Goals
- Reality of your situation
- Options
- What will you do?

It's also informed by the COM-B model of behavioural change; both are widely used and respected.

We've listed some of the Self-help Tools that are especially relevant to each section. Check out the [This Student Can](#) videos as well, to hear how other students have grown by addressing their challenges while at university.

# 1 What is my goal?

- What would you like to think about or change?
- What would a good outcome look like? (Tip: be as concrete as you can in imagining this.)
- Why is this important to you? (Tip: think about your values and priorities.)
- What benefits would you get? (Tip: think about how your life could be better if you could solve this.)

## Relevant Self-help Tools include:

- Cantril Ladder – reflecting upon how happy you are with your life
- Wheel of Life – reflecting upon which parts of your life you would like to change
- Bridge of Reasons – identifying the benefits you will gain from making a change
- Powerful Goals – a way to reflect upon your goals and check if they are likely to work for you



## 2 What is the reality of my situation?

- Describe the career problem you want to work on (Tip: be as clear as possible.)
- Name the emotions you're feeling (Tip: be specific.)
- Identify the aspects of the situation that are positives as well as the negatives (Tip: include the strengths you've got and the resources available to you.)
- What are your personal circumstances? (Tip: be as honest as you can.)
- How do these things affect you? (How significant are these effects? What does it stop you doing? How does it make you feel?)
- Who else is involved – family, friends, etc.; and how do they affect your plans?

## Relevant Self-help Tools include:

- Eye of the Storm – how to cope with being pulled in different directions by people's expectations
- Cantril Ladder – reflecting upon how happy you are with your life
- Wheel of Life – reflecting upon which parts of your life you would like to change
- Confidence Clarifier – a tool to tease out where you lack confidence

### 3 What are my options to address the situation I want to solve?

- What possibilities might I consider? (Tip: brainstorm your ideas and don't be too quick to limit yourself.)
- How achievable are these options? (Tip: rate on a scale of 1 – 10, where 1 is 'easy'.)
- What are the small steps I can take towards where I want to be? (Tip: start at the end and work backwards and capture this in a written action plan.)
- What challenges am I likely to face? (Tip: plan in advance how to address these so that you're ready when they happen.)
- What level of improvement do I want to achieve? (Tip: rate on a scale of 1 – 10, where 10 is a 'complete improvement'. Remember, even a small improvement can make a significant difference.)

### Relevant Self-help Tools include:

- Hope-Based Planning – finding more than one solution to overcoming a challenge
- Cantril Ladder – setting targets for changing things in your life
- Three Doors – most careers have more than one way in. Have you tried all the routes yet?
- SCALED Up Plans – a practical approach that's like SMART action plans, but better



## 4 What will I do, and how will I keep myself going?

- Which option(s) do I have the most energy for?
- Which look most achievable?
- Which option am I most excited about?
- How can I use my values, identity and sense of purpose to power my progress?
- What can I do to recognise and reward progress towards my goal?
- How can I see my mistakes as learning opportunities?
- What good habits can I build into my routine to help me along?
- What mood boosts would make me feel positive in this situation, and good about myself?
  
- What self-talk would be helpful for me to hear?
- What personal resources (like my values, sense of identity, life story) could I tap into to help me feel strong?
- What external resources can I use? (e.g. [The Careers and Employability Service website](#))
- Who else outside my personal network could advise or encourage me? (e.g. University support services)
- What skills and capabilities do I need to develop, to make progress?



# Relevant Self-help Tools include:

- Bridge of Reasons – identifying the benefits you'll gain from making a change
- Eyes on the Prize – how to focus your efforts to make things happen
- A Fresh Start – how to kick-start change by using a natural point in the calendar to begin
- Hands Over Heart – finding the compassionate words you need to hear
- Helpful Habits – practical ways to make it easy to get things done



If you are a member of staff from another educational organisation and want to use a limited number of our Self-help Tools with your students, we would love to hear from you and share good practice. We would ask that you retain references to University of Huddersfield as a matter of courtesy, and acknowledge the other sources we have used. Thank you.