



Self-Awareness Journal Template

Use this space to slow down, check in with yourself, and strengthen the most important soft skill of all: **self-awareness**.

You can journal daily, weekly, or just when something big (or stressful) happens.

Journal Entry Date:

1. What happened recently that stood out to me — good, bad, or interesting?

(Describe a situation, conversation, or feeling that felt emotionally charged, uncertain, or revealing.)

2. What was I feeling in that moment?

- ☐ Calm ☐ Anxious ☐ Overwhelmed ☐ Frustrated
☐ Confident ☐ Disconnected ☐ Curious ☐ Something else: _____

Why do I think that emotion came up?

(Try to name the trigger — was it the tone someone used? A missed deadline? Feeling under pressure? Not being heard?)

3. How did I react outwardly?

(What did I say or do in the moment? What was my body language, tone, or behavior like?)

4. How do I feel about my response now?

- ☐ Proud of it ☐ It was okay, but I could have done better ☐ I wish I handled it differently

What would I try if that situation came up again?

(Be kind to yourself — this is about practice, not perfection.)

5. What does this moment teach me about myself?

(What patterns am I noticing in how I handle stress, conflict, or praise? What strengths showed up? What habits need tweaking?)

Growth Prompts

Use these to dig deeper when you're in reflection mode:

- What energizes me right now — and what drains me?
- When do I feel most confident at work? What contributes to that feeling?
- What kind of feedback or praise really sticks with me — and why?
- How do I typically respond when plans change or things go off track?
- What's one small habit that would help me feel more grounded this week?

Quick Check-In (For Busy Days)

Even when you don't have time to journal fully, try answering just one:

What am I feeling today — and what's fueling it?

What's one thing I want to bring more awareness to this week?

What do I need more of — or less of — right now?

Self-awareness isn't about overthinking — it's about slowing down just long enough to understand your patterns, your energy, and your impact.

Use this journal to track the small shifts that lead to big change.