**Reflection Process**

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Adapted from The Principal Portfolio, 2nd Edition (2000) by G. Brown and B. Irby

Artifact: Identify the assignment. (Optional) Include any documents that support your completion of the assignment (documents may be scanned).

Describe: Describe the findings for the assignments.

Analyze: a. Describe the importance of the findings for the assignment.

b. Include connections to your 5 year goals or desired position.

c. Compare/contrast elements in your findings to your experiences or previous knowledge.

Appraise: Critique or describe whether any of your findings were beneficial to you or not.

Transform: a. Describe any future ideas or insights you gained.

b. Describe future plans for use of the ideas presented, including any changes in your current practices or, describe how the information confirmed your current practices and/or beliefs.