



Personal Accountability Self-Reflection Tool

Self-reflection is an important step toward understanding ourselves and learning from our interactions with others. These questions can be used after any interaction, but may be especially helpful in reflecting on interactions that felt tense, stressful, or even harmful.

Adapted from a tool created by Paula Hammond and the MIT Ombuds Office used in the Preventing Sexual Harassment: Addressing Culture Change at MIT training.

Questions for Self-Reflection

- What happened in this interaction? Was there a specific moment that felt especially important?
- What were you thinking and feeling in that moment?
- What were your intentions behind what you said or did?
- What might other people involved have been thinking and feeling in that moment?
- What were the impacts of what you said or did?
- Did your intentions align with the impact of your words or actions?
- What else could you have done in the moment?
- If this kind of situation occurred again, what could you do?

Acronym “PAUSE” for Self-Reflection

P = Pay attention to what’s actually happening beneath the judgements and assessments.

A = Acknowledge your own reactions, interpretations, and judgements.

U = Understand the other possible reactions, interpretations, and judgements that may be possible.

S = Search for the most constructive, empowering, or productive way to deal with the situation.

E = Execute your action plan.
