



DAILY REFLECTION TOOL

“We can only pour into others what we have built within ourselves.”

Remember: The goal is not perfection.
The goal is awareness, alignment, and intentional overflow.

DAILY CHECK-IN

Morning & evening reflection and mid-day reset

“How am I being filled and how am I filling others?”

DAILY MICRO-ACTIONS

Daily commitment guide - you may also think of other ways to apply the FILL principles of receiving (being FILLED) and giving (FILLING others)

Be FILLED (Receive)	FILL Others (Give)
Rest intentionally	Encourage someone
Read something life-giving	Help practically
Reflect quietly	Teach/share something
Exercise	Express gratitude
Pray/meditate	Check on someone

DAILY OVERFLOW CHECK



What do I need today to be filled?

Examples: Prayer, rest, clarity, patience, guidance, training or reading.

Who can I intentionally fill today?

Examples: A struggling co-worker, my spouse, a friend I have not checked in with, or the poor in the community.



What filled me today?

Examples: Quiet prayer time, a meaningful conversation, exercise and rest.



What drained me today?

Examples: Constant notifications, negative self-talk, overcommitting.

DAILY F.I.L.L. REFLECTION

FOUNDATION

Did I live my values today?

Examples:

- I chose honesty even when uncomfortable.
- I reacted emotionally instead of staying grounded.

INTENTION

Did I use my time and energy intentionally?

Examples:

- I focused on meaningful priorities.
- I got distracted most of the afternoon.

LEGACY

Did I help strengthen someone today?

Examples:

- I encouraged a teammate who was doubting she could deliver her presentation well.
- I taught financial literacy to my niece.

LIVING

What are my next steps for tomorrow?

Examples:

- Sleep earlier.
- Spend less time online.
- Be present and not distracted when having a conversation with someone.