



COACHING TOOL

POSITIVE FOCUS

Reflect. Extract the lesson. Move forward.

THE FOUR QUESTIONS

01 What happened?

Describe the situation factually. No blame, no judgment.

02 Why is this positive?

Find the win. What went well? What did this reveal?

03 What is the lesson?

Identify the takeaway. Reflected experience creates growth.

04 How can you apply it?

Turn insight into action. What will you do differently?

WHY THIS MATTERS

- Notice wins you might normally ignore
- Build emotional resilience and self-awareness
- Turn setbacks into feedback, not failure
- Grow from experience instead of just enduring it
- Replace automatic negative thinking with intention

HOW TO USE IT

Step 1 — What happened?

State the facts. No spin, no blame.

Step 2 — Why is this positive?

Find the strength or opportunity inside it.

Step 3 — What is the lesson?

Name the specific takeaway you can carry forward.

Step 4 — How to apply it?

One action. What changes in your next decision?

EXAMPLE — PRESENTATION REFLECTION

What happened?

Lost my place, rushed points, felt uncertain.

The lesson?

I do better when I practice out loud and simplify.

Why positive?

I learned where I was underprepared. I still finished.

Apply it?

Rehearse twice, short outline, pause instead of rush.



Take a moment. Reflect honestly. Write simply.

NAME _____

DATE _____

01 What happened?

Describe the event, challenge, or moment you want to reflect on.

02 Why is this positive?

Find the win — what went well, what did this reveal, or what good can come from it?

03 What is the lesson learned?

What did this experience teach you about yourself, others, or your choices?

04 How can you apply this lesson?

What will you do, change, or repeat moving forward?

Every experience can become more than something that happened — it can become a lesson, a win, and a next step.