

Gibbs' Reflective Cycle Template

Use this template starting from step 1 to reflect on and learn from past experiences.

STEPS 1-3

WE FOCUS ON WHAT
HAPPENED

Step 1: Description

State what happened.

Step 2: Feelings

How did that make you feel?

Step 3: Evaluation

What went well/not so well?

STEPS 3-6

WE LOOK AT HOW TO
DO BETTER NEXT
TIME

Step 4: Analysis

What might you have done differently?

Step 5: Conclusion

What will you do differently next time?

Step 6: Action Plan

What is your plan to improve for next time?