

Module Title:	Friday Reflection – Staying on Track			
Duration	30 minutes			
Delivery method	Blended ☐	Face to face ☒	Online learning ☐	Distance learning (Learning Platform) ☐
	Notes on the choice: <i>*The trainer will choose the course delivery method taking into account the interested students location, the available teaching space and resources, social situation, etc.</i>			
Learning Outcomes:	• Build a simple weekly habit of self-reflection that helps participants stay connected to their personal goals • Recognize progress and identify situations that may pull them away from their intended change • Participants will be able to evaluate their own progress, identify barriers or triggers, and decide one concrete action for the coming week • Train in individual reflection followed by pair/group sharing			
Materials	• Print the Friday Reflection Worksheet • Pen/Notebook • Calendar/Phone			
Session purpose	The purpose of this activity is to encourage participants to engage in self-reflection, using it as a tool to stay connected to their personal goals, values and motivations. By reflecting on their experiences, progress and challenges, participants can develop greater self-awareness, recognise positive changes and identify small, realistic steps to continue moving towards their goals.			
Session Details:	Lesson Item:	Method(s) and instructions for trainers:		
	Introduction	Start by explaining that sustainable change is supported by regular reflection, not only by setting goals, introduce the idea of booking 30 minutes every week in the calendar as protected reflection time.		
	Activity 1:	Individual Reflection (10 minutes) Participants answer: 1. Have I been there for my own goals this week? 2. How have I followed my goal rather than begin “taken by everyday life” 3. What situations, habits or triggers made it harder? 4. Name two concrete things I did really well this week. From reflection to Action (10 minutes) Ask participant to identify:		

		• One thing I want to continue • One thing I want to change • One situation/trigger I need to be aware of • One concrete action I will take next week Then ask them to put their next Friday Reflection directly into their calendar.
	Post-Activity Discussion	Optional sharing in pairs. Finish with the message: Progress is not about having a perfect week. It is about noticing, learning and choosing the next action.

Additional notes and tips for trainers

- Optional: Create a link to the Woop Tool: What was my wish? What got in the way? What is my plan when that obstacle appears again? Be prepared to provide information about support services if the discussion raises personal concerns.
- The participants do not need to know if someone has an addiction before acting. Their responsibility is to notice changes, focus on facts, start an appropriate conversation and seek professional support where needed.
- Keep the focus on recognition rather than judgement as the exercise should help participants notice patterns and triggers without framing a difficult week as failure.