

# Some ideas for preparing for or observing the Day of Private Reflection in the workplace



**This list is not exhaustive and in no means prescriptive. It merely offers a number of possibilities for participating in the Day.**

- You can support the Day of Private Reflection by signing up on the website ([www.dayofreflection.com](http://www.dayofreflection.com)) welcoming it and encouraging colleagues and friends to observe the Day.
- Look at the list of resources on the website for various readings that can be used to help foster reflection. Make copies of these or email them to colleagues in case they would like to have some assistance on the Day.
- Download the “Words for Reflection” from the resource page of the Day of Reflection website and place copies of them with notice of the day on public notice boards.
- Dedicate a quiet space within the office for colleagues to go in order to reflect during the Day e.g. a meeting room.
- In meetings, hold a moment of silence in observance of the Day.
- If a group wants to, make space in the office during the Day for discussion or group reflection. While this is a private day, some venues will find this expression of reflection appropriate. Feel free to observe the Day however is appropriate for your workplace.