

Tool for Reflection & Building Connection in Teams

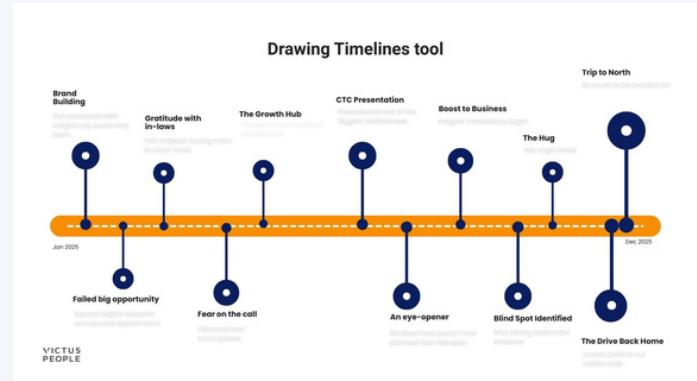
Highly Self-Aware Teams



Drawing Timelines

A Reflection & Connection Tool

Goal: Help team members reflect on their year with clarity, celebrate growth, and build deeper understanding of one another.



Why this Tool: Year-end reflections are powerful opportunities for learning and connection. When we create space to visually map our experiences—the *peaks, valleys, and turning points*—we gain perspective on our journey and uncover patterns that would otherwise remain invisible.

When team members create and share their timelines, they build empathy, strengthen trust, and recognise the diverse experiences that shape how colleagues show up at work.

How it Works



Step 1: Prepare

- ◆ Print the template on the last page or use the soft copy digitally
- ◆ Gather your 2025 calendar, photos, notes, or any records that jog your memory
- ◆ Find 60-90 minutes of uninterrupted time

Step 2: Recall Key Moments

- ◆ Scan through your year month by month
- ◆ Jot down events, milestones, and experiences that stand out
- ◆ Don't filter yet. Just capture what comes to mind



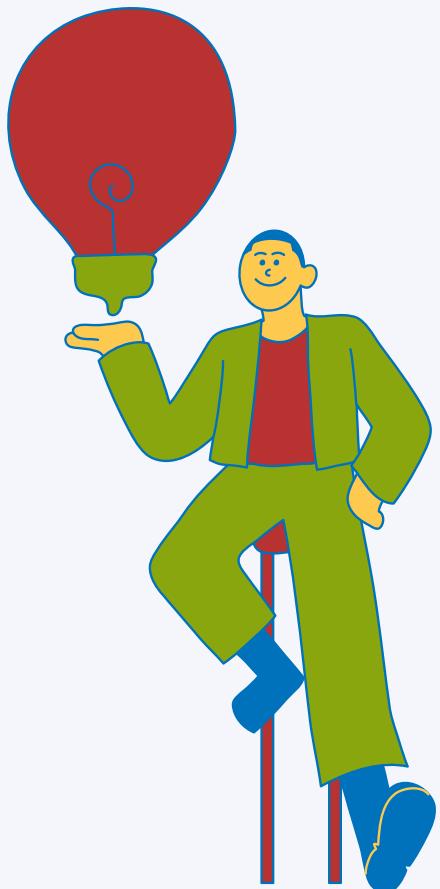
Step 3: Identify Emotional Peaks and Valleys

- ◇ From your list, identify moments that had strong emotional impact (positive or negative)
- ◇ Ask yourself: *Which moments made me feel alive, proud, challenged, or changed?*
- ◇ These are the experiences that shaped your year



Step 4: Map Your Timeline

- ◆ Plot your key moments on the timeline template
Place peaks (positive/growth moments) above the line
- ◆ Place valleys (challenges/setbacks) below the line
- ◆ Add brief labels to capture what happened and why it mattered.



Step 5: Individually Reflect

- ◊ Step back and look at your complete timeline
- ◊ What patterns do you notice?
- ◊ What strengths helped you navigate challenges?
- ◊ What are you taking forward into the new year?

Optional Step: Share with the Team

- ◊ Simply listen without judgment or advice
- ◊ At the end, ask: *What did we learn as a team?*

Drawing Timelines tool



**There are 2 days in a year that nothing can be done,
one is called Yesterday and the other is called Tomorrow.**

Today is the right day to love, believe, do and mostly Live.

- His Holiness Dalai Lama 14



**VICTUS
PEOPLE**