



2025 ASCEND Leadership Monthly Webinar Series

Session Learning Tools & Practice Materials

Communication Alignment Journal

This tool could help leaders examine both what they bring into a conversation and what they take away afterward. It bridges preparation and reflection by walking through the flow cycle you've been building.

Part 1: Preparation

Questions to consider:

- My Intent: Why am I engaging?
- My Motivation: What's driving me (fear, care, frustration, urgency, curiosity)?
- My Intention: What outcome do I hope for?
- My Intentionality: How do I want to show up (tone, timing, words, body language)?
- Potential Filters: What context, history, or bias might affect how I'm received?

Notes / Reflections:

Part 2: Reflection (After the Conversation)

Questions to consider:

- The Impact: How did the other person respond?
- Alignment Check: Where did my intent and impact line up? Where did they diverge?
- Motivation Audit: Did my hidden drivers show up in ways I didn't expect?
- Adjustment Plan: What will I do differently in my next interaction?

Notes / Reflections:

Before & After Notes

Use the left side to jot planning notes before your conversation, and the right side afterward to compare your intention with the actual impact. Did the conversation go as expected?

| Before –What I planned <i>(e.g., intention, motivation, goals, filters)</i> | After –What Happened <i>(e.g., impact, alignment, lessons learned)</i> |
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