

A Daily Examen Focused on Each Gift of Ignatian Heritage

Reflection – Reflection is the practice of pausing to consider the world and our role within it. It involves being thorough and thoughtful and approaching all challenges with the understanding of perspective—that everyone has different experiences, thoughts, and priorities.

Discernment – Discernment calls for openness to the spiritual while balancing emotion with reason to ensure that correct decisions are made, decisions that improve the lives of yourself, others, and the world. In the context of Xavier, this means ensuring that students are the focus of decision-making, that shared governance is practiced, and that the limits of people and processes are acknowledged to ensure what matters most is prioritized.

Solidarity and Kinship – This calls for everyone to work alongside one another while learning with and supporting each other. This ensures that a community is formed, underrepresented voices are heard, and everyone is considered when decisions are made.

Service Rooted in Justice and Love – This means caring deeply for the well-being of others, both inside and outside the Xavier community. We should all consider how our actions affect the most vulnerable and unheard members of the community.

Cura Personalis – This calls for us to care for others by treating them with respect and honoring the uniqueness and wholeness of each person. The aim is to welcome all into the Xavier community and set everyone up for success.

MAGIS – MAGIS encourages us to aim for the greatest good in all decisions while pursuing continuous improvement, all while aligning decisions with Xavier's mission and values.

Examen

Location: Prioritize a room without distractions—limit noise, place phones/screens in another room, and be present in the moment (reflection).

Questions to answer:

*Questions directly related to work, course, and/or department/division are denoted w/ *.*

- Who am I thankful for today? What about the past week, month, or year? (Reflection)
- Where have I encountered creativity or goodness today? Did this impact my outlook on tomorrow? (Reflection)

- Did I come across any data inconsistencies today? (Reflection)*
- Did I fully understand all requirements of the internal or external parties? If not, how do I go about resolving this? (Reflection)*
- Was I able to provide a proper estimated completion time? (Reflection)*
- Did I tell a coworker that they were doing a good job? (Reflection)*
- Did I help a coworker better understand a piece of data, or did I teach them something? (Reflection)*
- What kinds of emotions did I experience today? If I experienced a negative emotion, is this something I can reshape and avoid in the future? (Reflection)
- What happened today that I will remember a year from now? If something negative happened and I don't think I'll remember it in a year, it is likely not worth worrying about. (Reflection)
- Did I do my best today? (Reflection)
- What do I need to work on improving? (Reflection)*

- Did I make any decisions today without properly thinking them through? (Discernment)*
- Were there any decisions or actions today that I would take back? (Discernment)*
- Did my actions negatively impact anyone? (Discernment)*
- Were the results of a project adequately explained? (Discernment)*
- Are there any data-driven decisions or conclusions that I would take back? (Discernment)*
- Did I collaborate with someone to get their take on a project? (Discernment)*

- Did I seek out perspectives that differed from my own today? (Solidarity and Kinship)*
- Did I assist in helping unheard voices be heard? (Solidarity and Kinship)
- Did I directly help identify students with academic or financial need? (Solidarity and Kinship)*
- Did I go above and beyond in creating a deliverable? Did I include extras that I knew were beneficial but not asked for? (Solidarity and Kinship)*
- Did I help teach someone how to better utilize data or another tool available to them? (Solidarity and Kinship)*
- Am I currently working on a collaborative project? If not, how can I make that happen? How can I ensure it's a success? (Solidarity and Kinship)*
- Did I go above and beyond for someone? (Solidarity and Kinship)*

- Did I help someone today? If so, how? (Service Rooted in Justice and Love)*
 - Did I listen to concerns and take appropriate action? (Service Rooted in Justice and Love)*
 - Did I make a decision that positively improved the community? (Service Rooted in Justice and Love)*
 - Did I listen to someone, let them be heard, and help improve their well-being? (Service Rooted in Justice and Love)
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- Did I exercise today? (Cura Personalis)
 - Did I eat healthily today? (Cura Personalis)
 - Did I take time for myself today (watching a movie, TV show, walking in the park, etc.)? (Cura Personalis)
 - Did I encourage others to take care of themselves and others? (Cura Personalis)*
 - Have I congratulated or thanked someone for a good job? (Cura Personalis)*
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- Did I work on improving myself today? (MAGIS)
 - Did I settle, or did I go above and beyond? (MAGIS)*
 - Have I thought of any ideas that would advance the mission? (MAGIS)*