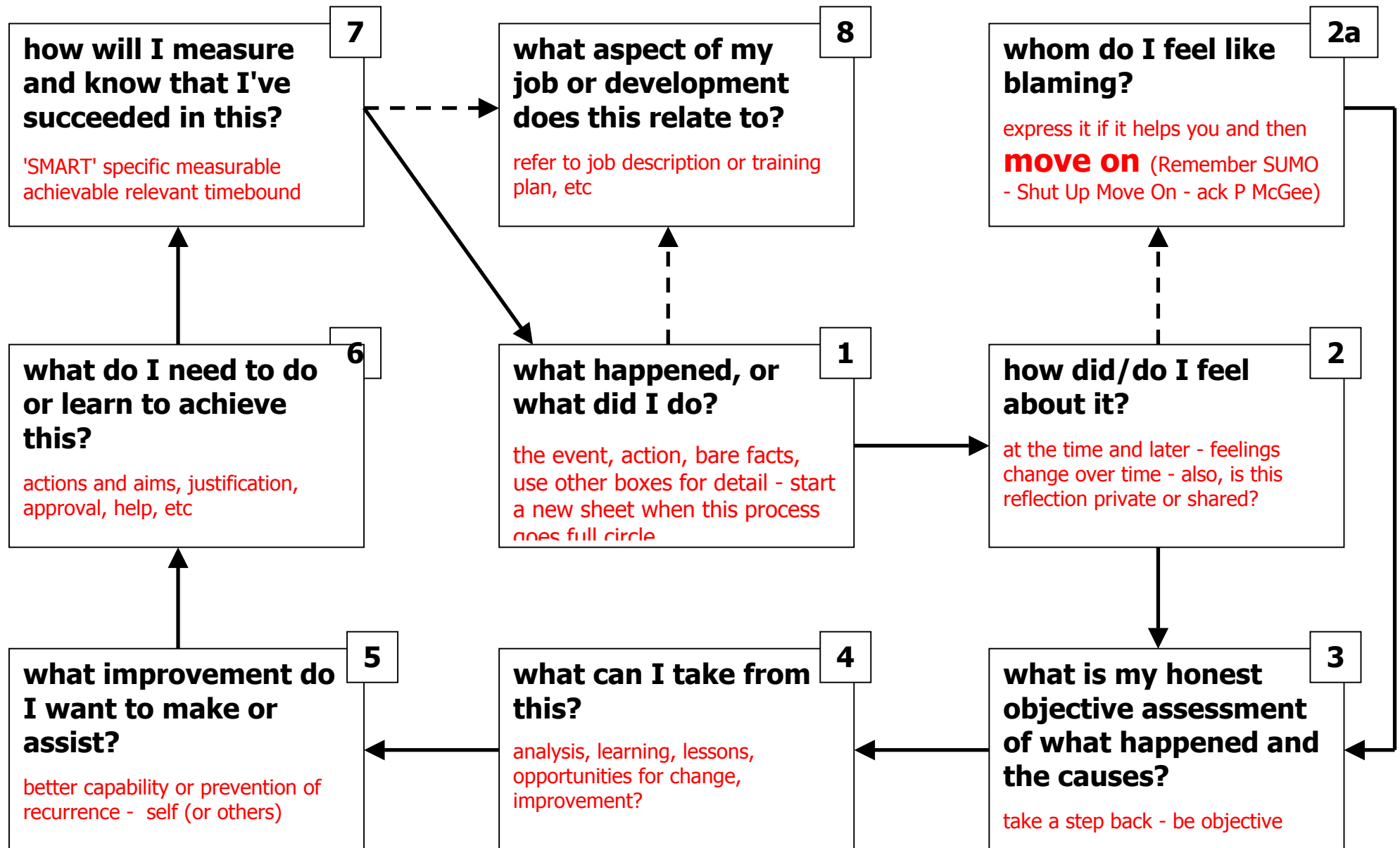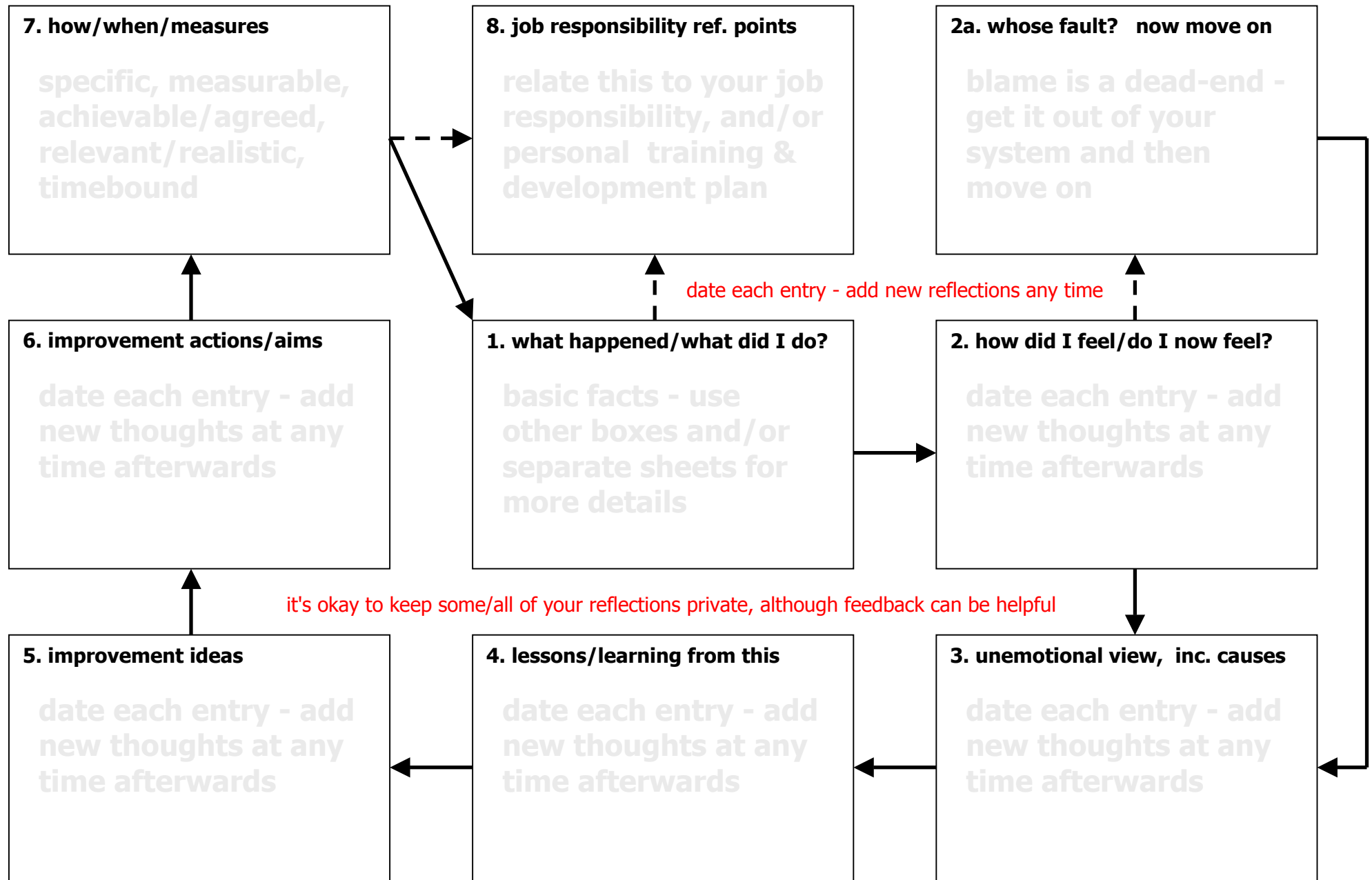# reflective diary/journal process and notes

- each stage is optional - seek feedback where helpful
- write only what you want, and when you want
- date each entry - add new thoughts later whenever
- use the 'root' template for each issue/event

- start new 'root' sheet when loop goes full-circle
- use supplementary sheets as necessary
- refer supplementary sheets back to 'root'
- use a folder or ring-binder for all sheets

**7 — how will I measure and know that I've succeeded in this?**

'SMART' specific measurable achievable relevant timebound

**8 — what aspect of my job or development does this relate to?**

refer to job description or training plan, etc

**2a — whom do I feel like blaming?**

express it if it helps you and then **move on** (Remember SUMO - Shut Up Move On - ack P McGee)

**6 — what do I need to do or learn to achieve this?**

actions and aims, justification, approval, help, etc

**1 — what happened, or what did I do?**

the event, action, bare facts, use other boxes for detail - start a new sheet when this process goes full circle

**2 — how did/do I feel about it?**

at the time and later - feelings change over time - also, is this reflection private or shared?

**5 — what improvement do I want to make or assist?**

better capability or prevention of recurrence - self (or others)

**4 — what can I take from this?**

analysis, learning, lessons, opportunities for change, improvement?

**3 — what is my honest objective assessment of what happened and the causes?**

take a step back - be objective

# reflective diary/journal 'root' template
Use blank root template if you wish - See process/notes sheet. Ref: _____

**7. how/when/measures**

specific, measurable, achievable/agreed, relevant/realistic, timebound

**8. job responsibility ref. points**

relate this to your job responsibility, and/or personal training & development plan

**2a. whose fault?   now move on**

blame is a dead-end - get it out of your system and then move on

**6. improvement actions/aims**

date each entry - add new thoughts at any time afterwards

**1. what happened/what did I do?**

basic facts - use other boxes and/or separate sheets for more details

**2. how did I feel/do I now feel?**

date each entry - add new thoughts at any time afterwards

**5. improvement ideas**

date each entry - add new thoughts at any time afterwards

**4. lessons/learning from this**

date each entry - add new thoughts at any time afterwards

**3. unemotional view,  inc. causes**

date each entry - add new thoughts at any time afterwards

# reflective diary/journal blank root
Use supplementary sheets as necessary - See process/notes sheet.  Ref: _____

| 7. how/when/measures | 8. job responsibility ref. points | 2a. whose fault?   now move on |
|---|---|---|

date each entry - add new reflections any time

| 6. improvement actions/aims | 1. what happened/what did I do? | 2. how did I feel/do I now feel? |
|---|---|---|

it's okay to keep some/all of your reflections private, although feedback can be helpful

| 5. improvement ideas | 4. lessons/learning from this | 3. unemotional view,  inc. causes |
|---|---|---|

'root' and/or quick notes template - where necessary use supplementary sheets and refer back to this 'root' template - keep in a ring-binder or folder

# reflective diary/journal - supplementary sheet

See process notes - refer to root template

Ref: _____

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**reflection stage:** _____          **date of entry**

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**reflection stage:** _____          **date of entry**

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- each stage is optional - seek feedback where helpful
- write only what you want, and when you want
- date each entry - add new thoughts later whenever
- use the 'root' template for each issue/event
- start a new 'root' sheet whenever a loop goes full-circle
- use new supplementary sheets as necessary

- refer each supplementary sheet back to its 'root' sheet
- root documents can also be used to manage progress, feedback, etc
- you can use different coloured text, eg: red: priority, green: positive, etc.
- use a folder or ring-binder for all sheets
- if appropriate agree with your boss about private and open aspects
- try to focus on things you can change, and accept those that you cannot