

Reflective diary template to adapt



Description and feelings

- ➔ What did you discuss/focus on in this meeting?
- ➔ How did the discussion make you feel?
- ➔ Did you make any assumptions before/during the meeting? Why?

Evaluation

- ➔ What did you enjoy about the meeting/discussions?
- ➔ Did you find anything difficult/challenging? If yes, how did you overcome or address this?

Conclusion

- ➔ Did you learn or discover anything new? (try to reflect on at least three things if you can)
- ➔ Have any of your views changed or developed?
- ➔ Do you feel like you developed any skills through the meeting?

Action

- ➔ How might/do you intend you use your learnings noted above and/or skills developed going forward in your own practice outside the project?
- ➔ Has the discussion had any impact on the way you might engage with junior/senior colleagues and/or people potentially joining your organisation (as appropriate)?

Any other reflections or thoughts not covered above