

Name:

Period:

Brief description of key points <i>What happened? Who was involved? How did it go? Progress or not?</i>
<i>Interviews/meetings:</i>
<i>Emails:</i>
<i>Telephone calls:</i>
<i>Face to face conversations:</i>
Important observations
What I observed about the experience (situation, other people)
What I observed about my own behaviour and feelings
What others observed about the experience (informal discussions between colleagues)
What others observed about me (personal communication)
What have I learned (specifically) from this experience