

Your Learning Journey Notebook

Keeping a notebook dedicated to your learning journey is a powerful tool to track your growth, celebrate your wins, and navigate challenges with intention. It becomes a space to document your brags—those milestones you’ve achieved through hard work and perseverance—and a safe place to reflect on the moments that stretched you or felt overwhelming. Over time, it becomes a tangible record of your progress, reminding you of how far you’ve come when self-doubt or fear creep in. This notebook isn’t just a tool; it’s your personal compass, inspiring you to keep going, stay curious, and embrace every step of your journey with confidence.

Title Page

Open the cover and write the title: "My Learning Journey." Add the start date (and leave space for an end date). Include an inspiring quote about growth or learning. Some of my favourites include:

- “Feel the fear.. and do it anyway!” – Susan Jeffers
- “Live dangerously; take things as they come; dread naught, all will be well.” – Winston Churchill
- “We do not learn from experience... we learn from reflecting on experience.” – John Dewey

Decorate this page with more quotes, stickers, or doodles – anything that will make opening the journal a pleasant task. I like to destroy the first page of a new notebook with scribbles and stickers because it makes me feel less like I need to keep it pristine – it makes making mistakes and scratching things out more bearable, and ensures that I return to the journal time and time again.

Table of Contents

Reserve the first 2-3 pages for a table of contents. As you add sections, update the page numbers for easy reference.

5-4-3-2-1 Goals Section

Use the 5-4-3-2-1 method to set goals over different time frames: 5 years, 4 months, 3 weeks, 2 days, and 1 hour. Start by writing down your 5-year goal, or if that feels too far away, begin with a 4-month or 3-week goal. The key is to focus on goals that represent meaningful progress, no matter the time frame. As you move into shorter timescales, break your goals into smaller milestones and actionable tasks. To stay organized, create a new goal-setting page regularly—I like to start fresh whenever I run out of space in the 1-hour section.

Intention and Reflection Pages

Start your week by setting an intention to make meaningful progress toward your goal, and close it by reflecting on your learning and accomplishments. Dedicate a two-page spread in your journal for this process. (For inspiration, see Appendix A for an example of intention and reflection pages.)

On the left page, titled “Weekly Intention for <insert date>,” answer the following questions:

- Where do I want to win this week?
- What needs to be true for me to call this a win?
- What actions will I take to get this win?

On the right page, titled “Weekly Reflection for <insert date>,” review your week by journaling with these prompts:

- Did I accomplish what I set out to do?
- What obstacles did I encounter, and how did I overcome them?
- What went well, and what can I learn from my successes?
- What could have gone better, and how can I approach it differently next time?

Feedback and Growth Opportunity Pages

Make feedback a central part of your growth by intentionally seeking it out and taking the time to reflect on it. Dedicate a two-page spread in your journal to Feedback and Growth, using one page to document the feedback you receive and the other to reflect on how you can apply it.

On the left page, titled “Feedback for ,” record the following details:

- What was the feedback? Write down the specific feedback you received, as clearly and accurately as possible.
- Who shared the feedback? Note the person who provided the feedback to help you understand their perspective and the context.
- What behaviour is the feedback addressing? Reflect on the specific actions or habits the feedback is focused on.
- What is the desired behaviour/action? Identify what the person giving the feedback hopes to see you improve or change.

On the right page, titled “Growth Opportunity for ,” take the time to process the feedback by journaling your responses to these prompts:

- Do I agree with this feedback? Reflect on whether the feedback resonates with your experience and why.
- How does this feedback align with how I perceive myself? Explore how this input compares to your self-image or the way you view your actions.
- What feelings came up when I received the feedback? Acknowledge and process any emotional reactions, whether they were positive or challenging.

- What is one action I can take in response to the feedback? Define a clear and specific step you can take to address the feedback and grow.

Over time, revisit this section to reflect on patterns in the feedback you receive and the progress you've made. This practice helps you see how intentional reflection leads to meaningful change. For additional guidance, refer to Appendix B for an example of feedback and growth opportunity pages.

Wins and Celebrations

Celebrate your successes by dedicating a page—or more—to document and honor your achievements. Use this space to record milestones you've reached, no matter how big or small. Whether it's completing a challenging project, mastering a new skill, or simply overcoming a tough day, every win deserves recognition. Include compliments you've received from others, as they offer valuable insight into your strengths and the impact you've made. Don't forget to add dates or brief notes explaining why these moments were meaningful to you; this will provide context and deepen your appreciation when you look back. Over time, this page becomes a source of encouragement, reminding you of your growth and the many reasons to be proud of your journey. It is also very useful to refer to these pages during your performance evaluation.

Future Learning Plan

Design a page in your journal to map out your future learning plan with clear structure and intention. Start by defining your overarching learning goal—whether it's mastering a new skill, gaining deeper expertise in a subject, or preparing for a career milestone. Divide the page into sections for different timeframes, such as short-term (1-3 months), medium-term (6-12 months), and long-term (1-2 years). Under each time frame, list specific objectives and the skills or knowledge you want to acquire. Include actionable steps for each goal, such as enrolling in courses, reading books, seeking mentorship, or completing practice projects. Finally, add a section to reflect on your progress and adjust your plan as you go, ensuring it evolves with your growth.

Other Tips for Using Your Notebook

- Date every entry for easy tracking.
- Set a regular time (daily or weekly) to update it.
- Keep it handy during coaching sessions, learning activities, or reflections.

Learning is a journey, not a destination, and every step you take—no matter how small—brings you closer to your goals. By being intentional about reflecting on feedback, celebrating progress, and staying curious, you're building the resilience and insight needed to grow. Over time, your notebook becomes a record of your dedication and a reminder that growth happens one step at a time. Trust the process, stay open to new possibilities, and keep moving forward with courage and curiosity. You're doing amazing work!

Appendix A: Example Intention and Reflection Pages

WEEKLY INTENTION for Dec 15, 2024	WEEKLY REFLECTION for Dec 20, 2024
<p><u>Where do I want to win this week?</u></p> <ul style="list-style-type: none"> I want to deliver a strong performance in my presentation on Thursday. 	<p><u>Did I accomplish what I set out to do this week?</u></p> <p>Yes, I delivered a strong presentation on Thursday and felt confident during the process. I was able to clearly communicate my points and address audience questions effectively.</p>
<p><u>What needs to be true for me to call this a win?</u></p> <ul style="list-style-type: none"> I need to feel confident and prepared about the material. I need to anticipate and address potential audience questions. I need to stay calm and clear during the presentation. 	<p><u>What obstacles did I encounter? How did I overcome them?</u></p> <p>Obstacle: I felt overwhelmed mid-week trying to balance preparation with my other responsibilities.</p> <p>How I Overcame It: I reprioritized tasks and delegated a few smaller ones to teammates, which gave me more time to focus on my presentation.</p>
<p><u>What actions will I take to get this win?</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preparation: Dedicate 2 hours each day to rehearse and refine my slides. <ul style="list-style-type: none"> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday – incorporate feedback <input type="checkbox"/> Feedback: Schedule a practice run with a colleague on Tuesday to get constructive feedback. <input type="checkbox"/> Self-Care: Get enough rest and eat well to ensure I'm sharp and energetic. <input type="checkbox"/> Mindset: Practice deep breathing exercises before presenting to stay calm. 	<p><u>What went well? What can I learn from my successes?</u></p> <ul style="list-style-type: none"> My practice run with a colleague gave me actionable feedback, which improved my delivery and slide content. Taking time for self-care ensured I was rested and clear-headed during the presentation. I stayed composed by using the breathing exercises, even when faced with tough questions. <p><u>Lesson:</u></p> <ul style="list-style-type: none"> Preparation, feedback, and self-care are essential to staying confident and delivering results under pressure.
	<p><u>What Could Have Gone Better:</u></p> <ul style="list-style-type: none"> I underestimated how much time I'd need for Q&A and had to rush through the final discussion points. <p><u>How to Approach It Differently:</u></p> <ul style="list-style-type: none"> Next time, I'll leave more buffer time for audience engagement and rehearse handling a variety of questions in advance

Appendix B: Example Feedback/Opportunity Pages

<i>FEEDBACK for Dec 15, 2024</i>	<i>FEEDBACK REFLECTION for Dec 15, 2024</i>
<p><u>What was the feedback?</u></p> <p><i>"You tend to dominate discussions in team meetings, which can make it hard for others to contribute their ideas. It would be helpful if you gave more space for others to speak."</i></p>	<p><u>Do I agree with this feedback?</u></p> <p><i>Yes, I agree. While I hadn't realized it before, I can see how my enthusiasm to contribute might unintentionally overshadow others' voices in meetings.</i></p>
<p><u>Who shared the feedback?</u></p> <p><i>My manager during our 1:1.</i></p>	<p><u>How does this feedback align with how I perceive myself?</u></p> <p><i>This feedback challenges how I see myself as a collaborative team member. I pride myself on being approachable and supportive, so it was surprising to learn that my behavior might be limiting others from sharing. It's a blind spot I hadn't considered.</i></p>
<p><u>What behaviour is the feedback addressing?</u></p> <p><i>I often jump into conversations with my thoughts or solutions, which sometimes unintentionally cuts others off or leaves little room for quieter team members to share.</i></p>	<p><u>What feelings came up when I received the feedback?</u></p> <p><i>Initially, I felt embarrassed and a little defensive—I didn't want to think of myself as dominating discussions. After reflecting, I felt grateful for the feedback because it's an opportunity to grow and improve my leadership skills.</i></p>
<p><u>What is the desired behaviour/action?</u></p> <ul style="list-style-type: none"> ● <i>Be more mindful of how much I'm speaking during meetings.</i> ● <i>Actively invite others to contribute by asking open-ended questions.</i> ● <i>Pause and wait before responding to give others the opportunity to jump in</i> 	<p><u>What is one action I can take in response to the feedback?</u></p> <p><i>In our next team meeting, I'll intentionally limit my speaking time and ask at least one open-ended question to encourage quieter team members to share their thoughts.</i></p>