
Daily Reflective Journal



Introduction

Journaling is very helpful tool to help you become aware of any barriers to your success and happiness such as repeating negative thought patterns and unhelpful habits.

We often easily fall into the temptation of dismissing a bad day and putting unsatisfactory performances and experiences behind us without learning from it. It is important to realize that each day gives us a golden opportunity to make positive changes in the following days.

By always moving forward, our spirit lifts, we feel happier, more accomplished, and less stressed, and awareness of ourselves and others improve. As motivation and accountability are two core drivers of any effective coaching process, regular journaling is an incredibly valuable habit to stimulate growth.

Science and Theory

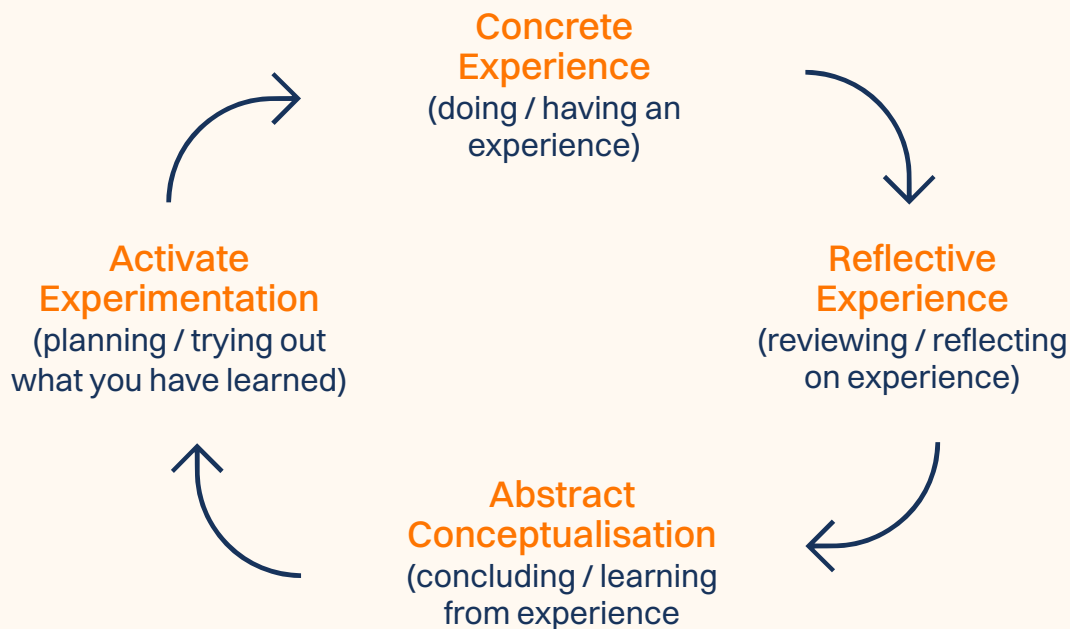
The use of reflective journaling has been widely acknowledged in scientific circles to improve satisfaction and wellbeing and provide vocational benefits across a wide range that include teacher education, leadership, executive performance, family life, and clinical intervention

According to a study led by Soomi Lee at The Pennsylvania State University, maintaining a daily journal is associated with better time management, a higher temporal flexibility, decreased negative affect and physical symptoms, and more resilience.

Research conducted by Stacy Walker at the Ball State University in Indiana illustrate that regular reflective writing enables a person to better recognize and articulate emotions, facilitate critical thought, and produce focused arguments and reasoning.

Elizabeth G. Allan and Dana Lynn Driscoll also found that a review of reflective writing enables a person to identify effective practices as well as areas that need improvement, while Shanti Caroline Fernandez and her colleagues at the Department of Diagnostic Imaging and Radiotherapy at the Universiti Kebangsaan Malaysia emphasized the value of contemplating and analyzing new information and experiences to enhance learning.

In theory, the practice of daily reflective journaling strongly rests on the concept of Kolb's four-stage model of reflection, which involve steps of concrete experience, reflective observation, abstract conceptualization and active experimentation.



Keeping a journal keeps the experiential learning cycle dynamic by allowing the writer to review, reflect on, conclude, and learn from new experiences, which leads to behavioral changes to enhance what is effective and eliminate the habits that block or derail success.

Instructions

It's now time to continue to work on your own Daily Journal.

Sometimes journaling helps you feel much better quite quickly. At other times, it may take longer for the 'feel-good factor' to take effect. Persistence and practice are key – especially because you will get much better at these skills over time.

My morning and evening templates guide you to make entries in your journal for each important aspect that can inspire or drag you down. In the morning, I write down...

- Three things I feel grateful for
- Five most important tasks that will make my day great
- The ONE most important thing I must accomplish

In the evening I take a bit more time to reflect thoroughly on the past day. I make notes about...

- The things I actually achieved
- What did I learn today?
- What is great about the problems I had today?
- What am I feeling right now? Drill down five times to get to the real reason.
- Three amazing things that happened
- ONE thing that I could have done to make my day better

These entries are designed to complement each other so that you can form a full picture of the nature and impact that the day had on your thoughts and feelings and what you could do to move forward and improve each day.

By completing these fields, you will quickly get a good grip on the things that have the largest negative impact on your daily life, whether it is your performance, relationships, or anything else. The thought journal will also help you determine what triggers these thoughts and how they affect you.

The Daily Reflection Sheet

My Morning Reflection

Date:

What 3 things do I feel grateful for today?

1.

2.

3.

If I accomplish these things, my day will be great!

I must accomplish this ONE important thing today.

My Evening Reflection

What things have I actually achieved today?

What did I learn today?

What is great about each problem I had today?

My Evening Reflection

What am I feeling right now and why?

3 amazing things that happened today.

1.

2.

3.

What ONE thing could I have done to have made my day better?

References:

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