

## Journaling

**WHAT:** Is solo time for personal recording of ideas, thoughts, or questions.

**WHY:** Is a technique particularly appreciated by meeting members who think best when they have time alone (without talking) to process their thoughts – introverts. It is a way to help them identify what they might want to focus on or raise with the group. It can be helpful for extroverts as well to help them consider what is the most helpful thing to share (among all the ideas coming to mind). It is usually helpful to let people know their journal writing is their own and will not be shared – it is a tool for dialogue and work.

**HOW:** Try using journaling as a way to advance a meeting before it starts by asking members to reflect on a particular issue or during a meeting by giving participants time to reflect on an issue that might be complex, emotional or private.

**WHEN:** Before a meeting starts; after learning has happened and learners need to consider how they want to use it in their personal lives.

**VIRTUAL APPLICATION:** *Silence is powerful in a virtual learning event or meeting and there is no need to fear it. Taking a few minutes to jot down some ideas, learning, or a plan, can be extremely helpful. Consider a longer break of 30-45 minutes for participants to step away from the screen, go for a walk and journal on their return. Journaling can be as helpful in the virtual setting as it is in-person.*

