

Diary of Achievement

What's the purpose of this diary?

We suggest that you use this as a 'reflective journal' to record activities, outcomes and learning points during your time volunteering with Macmillan. This will be a source of information for regular discussions with your manager and will also be a record of your volunteering experience, for you to take away.

The diary is intended to help you benefit from your time spent volunteering with Macmillan, by recording and identifying key activities undertaken, problems overcome, new skills developed and how you have learned from your activities. It may also help you with future job applications and compiling your CV.

It will be of most benefit to you if you are honest and open in reflecting upon your experiences.

What shall I record?

Week ending: XX July 20XX

Activity/task/situation Choose two or three key activities or tasks each week, or any other key situation you have experienced in the course of your work, and fill in the grid provided.

What happened? **What was good / enjoyable / fun / successful about this week?**

(what did you want to achieve and what actually happened? What went well?)

What was frustrating / problematic?

(what could have been improved? What might you do differently next time?)

Have I found a better way of doing something?

(innovative ideas and good tips to share!)

Learning points

What have I learnt about myself / colleagues / skills / the project / Macmillan

(personal development and progress)

What new info have I found?

(surprising, interesting or useful things I have learned)

Training need

What do I need to do now?

(e.g. do I need more info, more skills/training, support from particular colleagues etc)

Copies of the blank templates are on the following pages. Add as many new pages as you need.

Week ending: 00 Month 0000

Activity/task/situation

What happened?

Learning points

Training need
