Reflective writing template (Gibbs model)

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| **Description** |
| Click or tap here to enter text. |
| **Feelings** |
| Click or tap here to enter text. |
| **Evaluation** |
| Click or tap here to enter text. |
| **Analysis** |
| Click or tap here to enter text. |
| **Conclusion** |
| Click or tap here to enter text. |
| **Action** **plan** |
| Click or tap here to enter text. |

Prompt questions – choose those that are helpful and relevant to the situation

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| Stage of cycle | Prompt questions |
| Description of the event  Set the scene, describe what happened in the situation / experience. | * What happened? * When and where did this happen? * Who was involved? * What did I and others do? * What was the context? * What was the result of this situation? |
| Feelings  Discuss your feelings and thoughts about the experience before, during and after. | * How did I feel and think at the time? * What impact did my emotions, beliefs and values have? * What do I think other people were feeling? * What did I feel and think about the incident afterwards? |
| Evaluation  How did things go? Focus on the positive and negative even if it was primarily one or the other and look objectively at what approaches worked, and which didn't. | * What went well? What didn't go so well in the situation? * What did I and other people do to contribute to the situation (either positively or negatively)? * Were there things that were difficult? Interesting? Surprising? Upsetting? * If I am writing about a difficult incident, did I feel that the situation was resolved afterwards? * Provide some judgement about the event and its possible consequences |
| Analysis  This is where you make sense of what happened, using the theory and wider context to develop understanding. | * Why did things go well? Badly? * How do my past experiences compare to this? * How does theory or evidence fit with this? * Could I have responded in a different way? * What might have helped or improved things? |
| Conclusion  Think about the situation again, using the information that you've collected so far. | * What else could I have done? * What insights, thoughts, or conclusions, about my role within this event that I can now take away? * What have I learnt for the future? * What skills might I need to develop, so that I can handle this type of situation better? |
| Action plan  Sum up anything you need to know and do to improve for next time. | * What would I do if a similar situation arose again? * What are some indicators that would help me recognise a similar event? * What are some changes I would make? * How /where can I use my new knowledge and experience? * How will I adapt my actions or improve my skills? |