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 eventSet 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?
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| FeelingsDiscuss 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?
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| EvaluationHow 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
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| AnalysisThis 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?
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| ConclusionThink 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?
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| Action planSum 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?
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