

KEEPING YOUR JOURNAL

You write in your journal EVERY DAY

What goes in your journal?

On class days:

- 1. The day & date. The time you arrived and the time you left.**
 - Put a big red **T** for any tardy.
 - Put a big red **A** for each absence.
 - Put a big red **ED** for any day you left early (before class was over).
 - Put a big red **NA** for any day you were present but did not participate in aerobics.
 - (This is to keep you aware of your own attendance: you should never trust someone else's records)
- 2. What was covered in class that day.**
(example: division of fractions; different views of blueprints; a hamstring stretch; the address of an apprenticeship school; interview techniques; budgeting hints)
- 3. Something new that you learned or a problem that you had; anything that you think the CWIT staff should know**
(example: I learned a new way to multiply; I had trouble finding the things on the blueprint; Sunny Delight has HOW many calories??; I need to look people in the eye when I speak to them; one of my classmates needs emotional support due to a death in her family)
- 4. The affirmation for the day.**
- 5. The daily challenge problems & answers.**
- 6. Progress toward your goals.**
(If your goal is weight loss you may include the foods you ate: if your goal is to budget you may include what you spent) **Include any calls or visits to apprenticeship schools or job sites, research (including tradeswoman interview), job interviews, applications received or sent out, money spent on these goals.**

On non-class days:

- 1. List every non-class day by day & date.**
- 2. List any progress toward your goal of attaining a non-traditional career**
(include things listed in # 7, as well as strength or endurance training activities, and any thing else that fits this category)
If you made NO progress toward your goal, write "I did nothing to help me reach my goal today." (This should be a wake-up call!)

This is similar to a job journal: the purpose is to get you into the habit of keeping one.

This one will be collected periodically and counted as homework assignments. When you get into the trade of your choice the one you keep will be even more important! For these reasons, very personal information and/or deep feelings should not be included: these belong in your private journal.



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