The reflective	practice is to focus on	ex	perience

Description – what happened? Concise, factual account of the situation and how it is important in the context of personal/professional development.	
Feelings – what was I thinking and feeling? What were my emotional reactions – before, during and after?	
Evaluation – what was good and bad about the situation? Reflection at a later date is also encouraged. What made me feel positive/negative about the situation?	
Analysis – Why was the experience positive/negative? Did others in the situation have the same views or reactions to you? If not, why? What else can I make of the situation? Were there any overarching issues that need to be further explored?	
Conclusion – what else could I have done? Are there any specific skills that I developed or that need improvement? Or any new knowledge/training that needs to be identified?	
Action Plan – if it were to rise again, what would I do? What resources might I need for the next steps to be taken? How can I develop in a personal/professional sense?	