

## JOURNAL PROMPTS

### PURPOSE OF THIS MODULE

This module introduces journaling as a practical documentation tool. Journal entries are used to record learning, decision-making, daily effort, and personal responsibility. Over time, consistent entries create a visible record of engagement and follow-through.

Journals are not evaluated for writing skill. They are evaluated for honesty, consistency, and effort.

### HOW TO USE THESE PROMPTS

- » Write regularly. Short, consistent entries are better than long, infrequent ones.
- » Use complete sentences and clear explanations.
- » Focus on actions, decisions, and lessons learned.
- » Avoid excuses or complaints. Emphasize responsibility and effort.

### DAILY JOURNAL PROMPTS

Use one or more of the following prompts for daily entries.

- » What productive actions did I take today?
- » What decisions did I make, and why?
- » How did my actions today align with my goals?
- » What challenge did I face, and how did I respond?
- » What did I learn today that will help me improve?

### WEEKLY REFLECTION PROMPTS

Use these prompts at least once per week.

- » What progress did I make this week?
- » What habits or routines did I maintain consistently?
- » Where did I fall short, and what will I change next week?
- » What responsibilities did I meet this week?
- » How did I use my time intentionally?

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## **DECISION-MAKING PROMPTS**

Use these prompts when reflecting on choices or behavior.

- » What options did I consider before making a decision?
- » Which values influenced my choice?
- » What consequences did I consider?
- » Would I make the same decision again? Why or why not?
- » What lesson can I apply going forward?

## **LEARNING AND PROGRAM ENGAGEMENT PROMPTS**

Use these prompts when participating in programs, education, or self-directed learning.

- » What program, course, or material did I engage with today?
- » What key idea or lesson did I take from it?
- » How does this learning support my long-term goals?
- » How will I apply what I learned?

## **ACCOUNTABILITY AND GROWTH PROMPTS**

Use these prompts to demonstrate responsibility and personal development.

- » What responsibility did I take today without being asked?
- » How did I demonstrate self-discipline?
- » What behavior am I working to change?
- » What evidence shows I am making progress?

## **SETBACK AND CHALLENGE PROMPTS**

Use these prompts when documenting difficulties.

- » What setback did I experience?
- » What role did I play in the outcome?
- » What did I learn from this experience?
- » What specific step will I take to avoid repeating it?

### **GUIDANCE:**

Documenting setbacks honestly is a sign of growth.

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## **CLOSING REFLECTION PROMPTS**

Use one of these prompts periodically to summarize progress.

- » How am I different today than I was when I began journaling?
- » What patterns of growth can I see in my entries?
- » What commitments am I reinforcing through my actions?
- » How does my documentation reflect consistency and effort?

## **FINAL INSTRUCTIONS**

- » Date every journal entry.
- » Write clearly and respectfully.
- » Maintain consistency over time.
- » Review past entries to identify patterns and growth.

Your journal is a living record of your effort. Over time, it shows how you think, how you act, and how you change.

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