



## Feedback Journals

This activity helps you reflect on your feedback skills and identify ways to improve. By keeping track of how you give and receive feedback, you'll gain insights into what works, what doesn't, and how to make your feedback more effective.

## Process:

### 1. Keep a Feedback Journal for One Week

- Each time you give or receive feedback, write down:
  - How the feedback was given (tone, wording, setting).
  - The reaction it received (positive, defensive, neutral).
- What could be improved (more clarity, better timing, different approach).

### 2. Review & Identify Patterns

- At the end of the week, look for trends in your feedback interactions.
- Ask yourself:
  - Did certain ways of giving feedback work better than others?
  - How did people respond differently based on how feedback was delivered?
  - What adjustments can I make to improve my feedback skills?

### Reflection:

- What surprised you about how feedback was received?
- How can you adapt your feedback style to different situations and personalities?
- What changes will you make in how you give or receive feedback moving forward?

By completing this activity, you'll become more self-aware in your feedback approach and gain strategies to make feedback more impactful and constructive.

