

Career Journal – work experiences

Date and Duration	Job/ Project Title	Your Role	Description of Project/ Job	Detail your responsibilities, skills developed, mistakes made and lessons learnt

Career Journal – formal training

Date	Duration of Training	Title of Training	Description of Training	Detail main skills learnt

Career Journal – continuous improvement

Date	Type of Improvement (eg conference, performance review, reading)	Duration	Description	Detail your skills developed, and lessons learnt

Career Journal – networks

Date of initial contact	Name of contact	Job description and company	Things in common – sports, kids names and ages, partners name, etc	Importance/ relevance of contact to you