

Work Experience Journal

Use this journal or adapt it to your own needs for the duration of your work experience.

DAY ONE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY TWO	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY THREE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY FOUR	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about or try before the end of work experience		
Plan for tomorrow		

DAY FIVE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
Last minute questions for host employer		
Final Reflections		