

## Ongoing reflective writing: TIPS

### *SPARES*

- S** = Situation: What is the situation (task) or...  
**P** = Problem  
**A** = Action: What did you do?  
**R** = Results: What result did you achieve?  
**E** = Evaluation: How would you rate your actions?  
**S** = Support Evidence: Can you verify your achievements with feedback or other evidence?

#### Reflecting on Progress

- What choices have you made and why?
- What actions have you taken and why?
- What worked well? Why did it work well?
- What didn't work well? Why didn't it?
- How successful/unsuccessful was the task? Why?
- What did you like/dislike? Why?
- Are you organised or do you need to be more organised?
- Did you have any problems? How did you solve them?
- How difficult or easy was it to find the information you obtained? Why?
- How did you develop your ideas? Did this work well?
- Are you working well on your own?
- Are you working at a steady pace?
- Are you using your time effectively?
- Are you meeting the required deadlines?
- Did you make a plan for this week?
- What changes have you made? Why?

#### Reflecting on project, skills, knowledge and capability/capabilities?

- Are you on track to meet your goals? Why/Why not?
- What actions have you taken, and choices have you made, to meet your goals?
- What is the value of your community activity to yourself and others?
- What skills have you learnt?
- What knowledge have you gained relating to your topic?
- What have you learnt about your strengths? How have you used these?
- What have you learnt about your weaknesses? What have you done to improve these?
- What do you do well?
- What skills do you need to improve?

#### Reflecting on Feedback:

- To whom did you speak for advice/help? How was it?
- What did your expert say? What did you do in response? How successful were your actions?
- What have you learnt from the feedback you received?

#### Where to next?

- What do you need to do next? Give details.
- What is not working? How are you going to change this?
- What don't you like? What are you going to do about this?
- What are you going to do the same/differently?
- What do you need to do as a result of the feedback you gained?