

## Ideas of how to record your learning

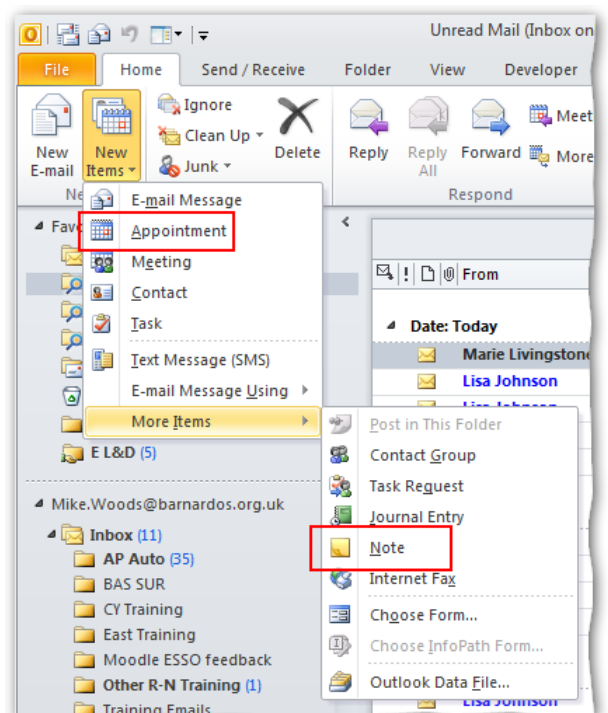
We are encouraging everyone, staff and volunteers, to start to record their learning for The 3 Day Learning Commitment.

Here are some different options to consider:

### Use Outlook

You can store learning logs in a couple of places in Outlook.

- 1) [Use Outlook notes](#)
- 2) Use an [appointment in your calendar](#)
- 3) Write the date, time spent learning, what you learnt, how you shared it and how it will help you in the future.
- 4) You could put some actions together with deadlines to help you make the most of your learning.



### Learning Notebook

- Buy a learning notebook
- Jot down date, time spent and what you learnt
- Use the notebook to write, draw, [mind map](#) to reflect on your learning
- Think about taking photographs of your notebook to send to your team. You could use a scanning app (see "Using Smartphones or Tablets" below)
- Explore the use of a [reflective journal](#) especially if you rely on reflective practice for continued professional development (CPD)



## Use your Supervision Notes

Make sure you and your line manager write up discussions about your learning in supervisions and that you get a copy, electronic or paper, to refer to.

## Use your Smartphone or Tablet

- If you have access to a Smartphone, use the camera to take pictures of learning you have done (see opposite for great example)
- Make a short film using the camera function to capture your learning.
- Why not try to use a voice memo?
- Every phone tends to have a place where you can store notes, utilise these to store your learning on the move.
- Why not use an App (examples below)



Example - taking photos to share learning

## Google Keep



Great for simple notes, photos and audio recording.

If you use Google Keep you can share the resulting notes via email and any recordings and images are attached.

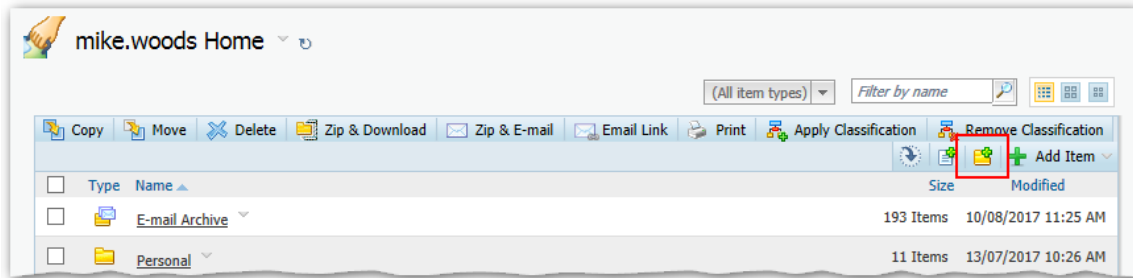
## Other Apps

There are a number of "scanning" apps that can take pictures of notebooks, whiteboards etc. These can also correct perspective (so you don't need to shoot "straight on"). [Scanbot](#) is simple and allows you to email your scans.

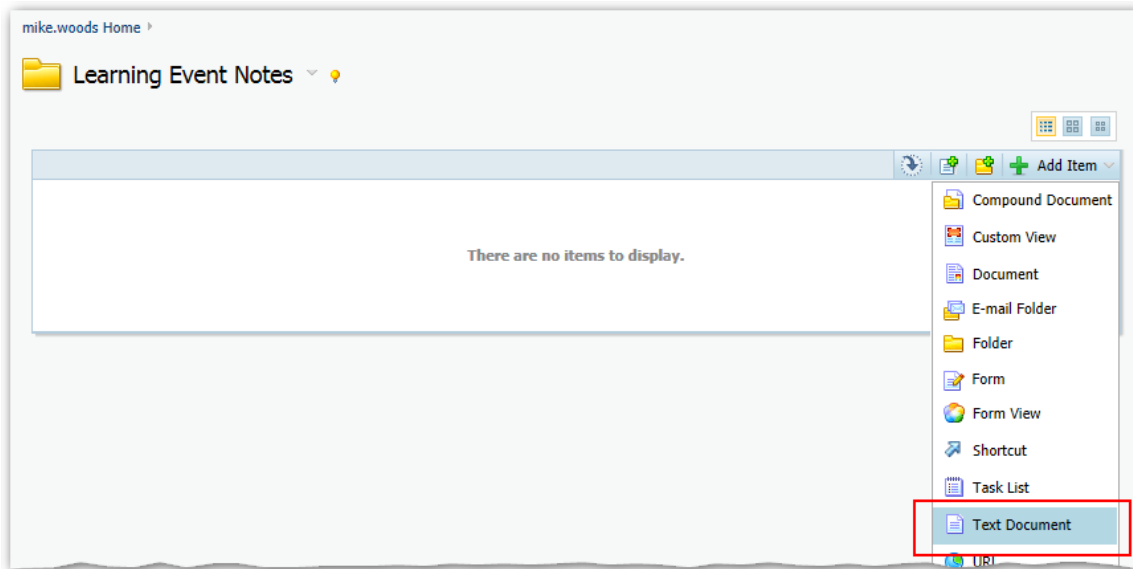
[Microsoft Office Lens](#) is very powerful, and will save straight to OneNote, if you are using that as well.

## Make notes on Content Server

1. Create a folder in your [Personal Workspace](#)



2. In this folder, add Text Documents containing your notes



You could also store any other resources (emails, images, PDFs etc.) from here.

Have you got any more innovative ideas that are simple and easy to implement?

Get in touch by emailing [LO@barnardos.org.uk](mailto:LO@barnardos.org.uk)