

The Leaders Notebook

The practice of keeping notes is a key discipline for a YCW leader. It helps us to be more aware of what is happening, to think more deeply about things and to have a clear reminder of what has been agreed by way of action. It is a support for the whole process of See-Judge-Act as an ongoing part of everyday life as well as being a record, rich in reflection of the journey in YCW.

There is no fixed way or organizing such a notebook but here is one suggestion.

Part One: a practical record

1. Friendship Circle: the names of friends and contacts you are trying to get to know and be of service to.
2. A significant event of the week you would like to share in the Review of Life.
3. The decisions of the meeting (key dates, times, people's names etc)
4. The actions and tasks you promised to do during the coming week.

Use it at any other interesting meetings you attend to record important information.

Part Two: reflection

Besides being a useful practical tool the notebook can become a diary of life in the YCW and a treasured book of memories and reflections.

It could include, for example: insights that have struck you; thoughts you have had about situations; references to useful reading material; quotations that inspired you.

Using a notebook on a regular basis is a key development tool as it enables the leader to reflect, review and plan all important elements in personal and leadership development.

