

Cash Learning Log

Purpose

The purpose of a learning log is to help you to track your progress and crucially, develop a practice of reflecting on your work to learn from it. Humanitarian work is by very nature urgent, and it is easy for humanitarian professionals to get caught up in a fast-paced emergency environment and omit to look back and evaluate what they are doing, and how they are doing it!

Successful practitioners often keep a diary or journal as a tool for professional progress. A learning log is a way of reflecting on your work and learning activities and extracting the maximum learning from them! Your cash learning log is an opportunity to go further than filling in your cash learning plan; here you can take the time to evaluate what you are learning, notice how you are learning, and what would help you to learn better in the future and apply your learning in practical ways in your work.

You can see your cash learning log as a journal or diary, in which you write regularly about the things that you are learning and experiencing. The cash learning log is a tool for you to use and a reference when you come to write post-deployment reports and learning evaluations. You will also find it invaluable in identifying mistakes and learning gaps, enabling you to plan with your mentor how to address them.

Do’s and Don’ts of your cash learning log

- ✓ **Do write regularly** – schedule it in your diary!
e. g. after a training course, once a week on a Friday morning...
- ✓ **Do write from your own perspective**
It’s a record of YOUR learning and will not be used for assessment
- ✓ **Do develop your own style**
Bullet points, handwritten or typed, notes or sentences – it’s up to you
- ✓ **Do use prompts or a structure.** Some people can ‘just write’, but for most, a few simple questions like ‘What did I learn?’ ‘How did I learn it?’ ‘What did I do well?’ ‘What would I change next time?’ can help you get into your learning log stride
- ✗ **Don’t write every day**
For most people, this isn’t a sustainable approach
- ✗ **Don’t leave it until the last month of the programme to complete.** Start now, even if what you write doesn’t seem very interesting or significant. It’s all about creating a habit of reflection

Date	Learning Activity	Log entry	Action points to follow up