Example 3

Date	Short Description of Activity	What did I learn from it?	How can I apply the learning	Any action points required
	What did I do, and why?	*Include how it relates to PCF*	*Identify what the benefits for your practice and service users are / will be*	*Any additional learning now required?* *Any follow-up required?* *Any organisational changes etc.*

Notes:
Additional rows can be added as required – may be helpful to have separate documents for each month?