Here are some guidelines for keeping a weekly journal as part of the data collection for your action research project.

- Each day, take 60 seconds and jot down notes of possible things you could write about, related to your research questions (i.e., one student, one math problem, one conversation).

- If you are journaling weekly (recommended), set aside a specific journaling day, such as Thursday. Each week on your journaling day, choose 1-2 of the possibilities you noted, and write about them in your journal. This writing should be part description of the event and part reflection on why you chose this event, how it relates to your research question(s), and what it means to you.

- For the reflective questions, create 3-5 that help you reflect on your topic/problem of practice/research (approximately 2 per research question). Feel free to use/adapt the reflective questions below.

- You should aim to write for approximately 30 minutes per week; 15 minutes on describing the 1-2 events, and then 15 minutes writing the reflection.

- Plan out where and when you will write your journal each week. Think about whether you want to handwrite or type your journal.

**Teaching Reflection Questions**

1. What did my teaching look like in my classroom this week?
2. What am I keeping the same? Why?
3. What am I changing as a result of my research questions? Why?
4. What does the change in my classroom look like?
5. What went well with my teaching this week?
6. What challenges did I face in my teaching this week?
7. What is going well with ____ my topic (homework, problem solving, vocabulary, communication, etc.) ____ this week in my teaching?
8. What do I need to think further about in my teaching, related to my action research project?

**Sample Reflection Questions (personalize them with your own research questions and problem of practice):**

1. How does each of the two incidents I wrote about relate to my research question(s)?
2. What changes have I seen in my students this week?
3. What surprised me this week, related to my problem of practice?
4. What went really well this week, related to my problem of practice?
5. What did I learn this week that will inform my teaching and/or journaling next week?
6. Tensions I felt this week between my roles as teacher & researcher: