The Four F’s Model

**Reflective Log**

The framework used for the reflective log presented on the following 2 pages was designed by Dr Roger Greenaway, an expert on training teachers and facilitators.  By working through the four levels of this model, you will have critically examined the situation you want to review and reflect upon, while thinking about how to use what you have learned in the future.

The four F’s are:

Facts: An objective account of what happened

Here you can examine the sequence of events and key moments. If you are working through the model with other people, it can be interesting to see if you agree on the facts. Be wary that facts do not turn into opinions, for example ‘Then X did the wrong thing’, rather say ‘X did this and it had this effect’.

Feelings: The emotional reactions to the situation

Here is where you can describe the feelings in the situation. Feelings can guide you to fully understanding the situation and so your learning is better grounded in the experience. It is possible to start accidently evaluating and judging in this section, however try to stay with your feelings. Be cautious that you do not use ‘felt’ as a judgement, for example ‘I felt they were wrong’, or ‘my feeling was that it was a good choice’. The latter can be rewritten as ‘I felt confident while making the choice.

Findings: The concrete learning that you can take away from the situation

Here you can start investigating and interpreting the situation to find meaning and make judgements. The main questions are ‘how’ and ‘why’.

Future: Structuring your learning such that you can use it in the future

Here you take your findings and consider how to implement them in the future.

In the original model there is little to no emphasis on thoughts you had during the event. This might work well for you. However, to get the most out of the reflection you might want to revisit the thoughts you had at the time. If you choose to include them, they will fit best in either Facts or Feelings. Both Findings and Future will include current and more analytical thinking about the event looking back. Give the model a try and see what works for you.

For each of the sections a number of helpful questions are outlined. You don’t have to answer all – or even any - of them, but they can guide you about what sort of things make sense to include in that section. You might have other prompts that work better for you.

*This reflective practice information and reflective log is taken from the Edinburgh University Reflection Toolkit:* [*https://www.ed.ac.uk/reflection*](https://www.ed.ac.uk/reflection)

**Feelings**

* *What are some of the feelings you experienced?*
* *At what point did you feel most or least involved?*
* *What other feelings where present in the situation?*
* *At what points were you most aware of controlling/expressing your feelings?*
* *What were your personal highs and lows?*

**Facts**

* *Make a short news report covering: What? Who? Where? When? [Save Why? and How? for 'Findings'.]*
* *Did anything unexpected happen? Any surprises?*
* *Did anything very predictable happen?*
* *What was most memorable/different/interesting?*
* *What were the turning points or critical moments?*
* *What happened next? What happened just before?*
* *What most influenced your attitude and behaviour?*
* *What didn't happen that you thought/hoped would happen?*

[Date]

[Activity]

**Findings**

* *Why … did or didn’t it work? …did you take on that role? …did you do what you did? …did you not do something else? etc.*
* *How … did your feelings influence what you said and did? …did you get the outcome that happened? etc.*
* *Were there any missed opportunities or regrets?*
* *What would you like to have done differently / more of / less of?*
* *What was most / least valuable?*
* *Was there any feedback / appraisal?*
* *What have you found out?*

[Date]

[Activity]

**Future**

* *How do you imagine using what you have learned?*
* *What has already changed?*
* *What choices do you have?*
* *How does it look to use the findings?*
* *What plan can you make for the future?*