

Project Journal

There is a humongous amount and variety of journals that are available. For this set the Project SMART header is provided for continuity. There are three variations of a journal presented: a regular ruled worksheet, one that is checker box ruled (I have found them in stationary departments so there has to be a demand out there) and a blank sheet with just the header and hole punch guides.

The worksheet starts with a self-explanatory **Title** and **Date** so that as loose sheets they are identifiable. An extra space for “**Ref:**” or reference is provided. An example of where this can be useful is in a group situation where it indicates who submitted this particular effort. The header from the Project SMART worksheet is now repeated with again an extra box at the top front of the **Specific** detail lines to allow for a numbering of these sheets.

There are next a number of boxes to check off to help identify a special nature for this worksheet if this is useful. The first is a self-explanatory **Notes**. Then comes **Record** or **History** which can be synonymous. A **Record** of progress or the version **History** as used to identify the changes in a computer program as it is undated is what is contemplated here. The ubiquitous **Diary** is again self-explanatory. An extra line is provided to let you use any customized wording you might find appropriate.

Ruled

This is the vanilla version and needs no further explanation.

Checkered

As stated there seems to be some preference for this format but it can also be useful in helping to present any required diagrams. A progress chart or statistical graph can be depicted here. Using colored pencils helps conserve space by allowing descriptions to be placed off graph.

If you have to transfer a picture then you can use the classic artist training technique of etching a grid on a clear piece of plastic sheet that is then placed over the picture. With a computer drawing program you could superimpose a grid on a picture. Then follow the much easier task of transferring the details in the appropriate corresponding boxes. This technique is useful as a conversion tool if a simplified, line drawing or outline picture is what is actually required.

Blank

For those who prefer an open space. It can also be used for drawings or pictures where lines or a grid might be an interference.

Printing Instructions

The worksheet can be printed back to back on the same sheet and then cut in half and hole punched for a half letter size binder. A one side printed sheet can also just be three hole punched at the top long side for regular letter sized binders. If this worksheet is worked as a letter size page it can then be folded in the center and hole punched to store in a half letter size binder. I use a zippered case that is handy everywhere.

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TITLE _____

DATE _____ Ref: _____

PROJECT/Goal:
Specific (succinct)

ID / Symbol	
Journal	
<input type="checkbox"/> Notes	<input type="checkbox"/> Record
<input type="checkbox"/> History	<input type="checkbox"/> Diary
<input type="checkbox"/>	



Project Journal - Blank



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