
















TOOL 12 | Letter to Myself

Learning Objective	The letter to myself is an individual work towards the end of the seminar and aims at a successful transfer of workshop results into everyday life		
Learning Outcome	After use of the tool, participants will <ul style="list-style-type: none">▶ understand:<ul style="list-style-type: none">▶ that applying the newly gained knowledge in practice can make a change for the better▶ be able to:<ul style="list-style-type: none">▶ plan on applying newly gained knowledge in practice		
Target Group	All		
Type	 	Duration	20 minutes
Use	 	Participants	1-50
Complexity	Simple		
Material Needed		▶ Envelopes and letter paper/ stamps	
		▶ Email	
Preparation Steps	n/a		
Implementation Steps	<ul style="list-style-type: none">▶ Give the participants a brief time to recall the seminar▶ Ask participants to write a „Good Intentions Letter“ to themselves concentrating on<ul style="list-style-type: none">▶ What did I learn or experience?▶ What do I take away from this?▶ What does this mean for my professional practice?▶ What steps do I plan to take?▶ If time allows, the letters can be read to a partner. Reading them out aloud gives weight to the resolution▶ Finally, everyone addresses the „Good Intentions Letter“ to him/herself (seal the envelope and hand it to the trainer/facilitator – the “Good intentions Letter” can also be sent as an email to the facilitator, possibly as an attachment.)▶ After about 10 to 12 weeks, send the participants their “Letter” by mail or send the emails you got from the participants back to them.		

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Module									
Prior Knowledge (Module)									
Remarks / Reminders									