Reflection Diary

## [Purpose](#_[Name_of_Chapter)

At the end of each section of the ERB toolkit, we encourage teams to reflect on what you’ve achieved, what has gone well, and what might need to change before starting the next section. It serves as a guidepost for going through the toolkit and documentation for future core teams.

## What you’ll Need

**Who:** Core team, any invited participants. Roles to assign are activity lead and recorder

**Where:** In-person or virtual meeting

**How long will it take:** Half an hour to an hour

**Materials:** this document, which contains a set of questions for each section of the toolkit

## Instructions

1. Gather the core team and any invited participants.
2. Share the list of questions with everyone and give them time to think of responses.
3. The activity lead facilitates a discussion based on the questions.
4. The recorder takes notes, making sure to avoid writing down sensitive information and checking with everyone to see if they’re okay with what’s being written down.

## Plan Your Project Questions

## Is the core team representative of the community?​

## What else can we do to enable everyone on the team to participate?​

## Do we want to modify any of our goals, or add new ones?​

## Are there key expertise gaps to fill on the team to meet our goals?​

## Does anyone on the team have issues or concerns that they would like to be addressed?

## What to do next

* Save this document in the ERB toolkit or a file location of your choice
* Adjust your team’s approach, as needed, based on what was discussed
* Head to the next section of ERB

## Engage Your Community Questions

1. What is the biggest thing that surprised you about community connections?

1. How have you addressed barriers to participation in your engagement plan?
2. What went well as you began community engagement?
3. What challenges arose in engagement and how can you work to overcome them?
4. How can these relationships be maintained over the long term?

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## Assess Hazards, Equity, and Resilience Questions

**Workshops**

1. What were the most successful parts of the workshops, and why?

1. How well do you think you did at breaking down barriers to participation?
   1. How representative was participation?
   2. How engaged were participants?
2. What would you do differently next time?

**Assessment**

1. Did local knowledge and perspectives serve as the foundation for your assessment?
2. What challenges in data gathering did you encounter?
3. What’s were some unexpected things you learned about hazards, equity, and resilience?

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## Strategize Actions Questions

1. Do you feel that actions identified and discussed in the workshop are the rights ones for moving forward with? Do they represent key community concerns and equitable resilience issues?
2. Were there any concerns or disagreements in the workshop that you need to follow up on?
3. What did you learn in the workshop that you need to consider moving forward?

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## Wrap Up and Move On Questions

1. What are the things you want to remember from the ERB process? What will help you if you repeat the ERB process or a similar one in the future?
2. What were the successes?
3. What was a challenge as you completed the ERB process?
4. What were the lessons learned?
5. Do you feel ready to take action? If not, what else do you need?
6. What is your plan for updating your resilience plan in the future?
7. How will you continue your engagement long-term?

## What to do next

* Save this document in the ERB toolkit or a file location of your choice
* Go back to the Document Your Project page in ERB
* Good luck with implementing your resilience plan!