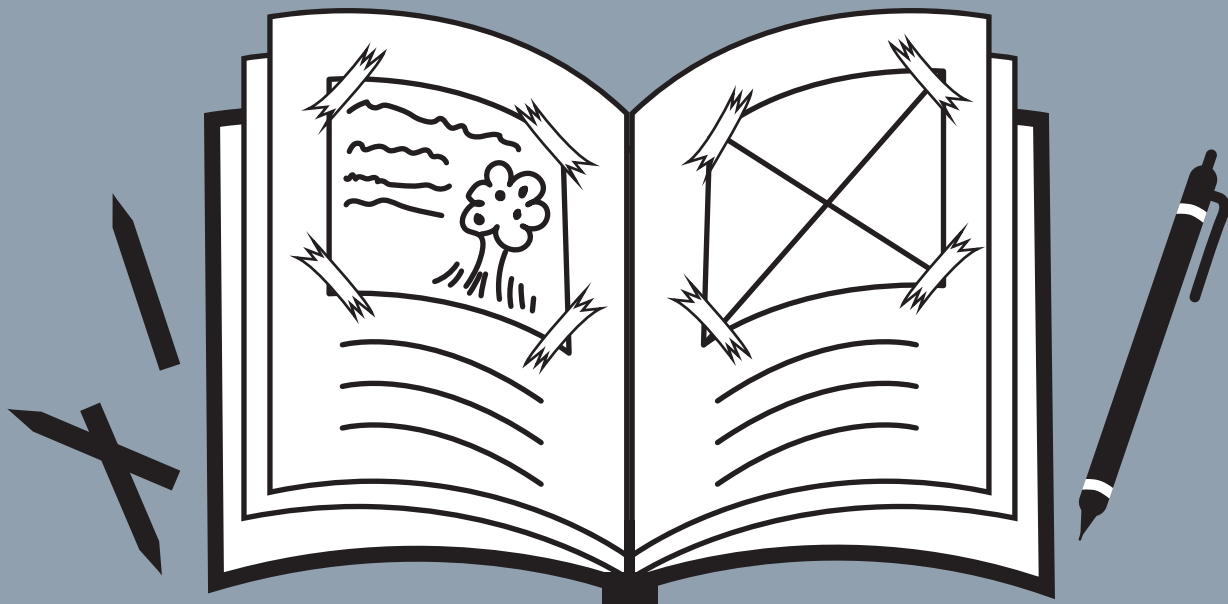


PROCESS METHOD – *COMMUNICATION*: 14. LOG BOOK



14. LOG BOOK

A Log Book can be either a physical notebook with blank pages or a digital log, but the important thing is that it must be easily accessible and be able to include sketches, pictures and notes or text. Most of us have a short-term memory, and keeping a log book, noting down interesting ideas or collecting pictures and sketching ideas is a great memory booster and process tracker!

Materials needed: A book with blank pages or an online blog app or piece of software that allows writing and collecting different types of documents, pictures and sketches and accessing them easily.

Time required: The duration of the project or class.

How?

- 1)** Decide what type of software, blog app or book size you want to use and dedicate it to the project at hand.
- 2)** Be sure to note, register and collect material in it every day or as often as possible and have it always accessible (a physical book and a pen are sometimes more convenient).
- 3)** Note down your thoughts, the questions you are asked and ideas you have. It need not look neat and tidy. Create a system of note taking, for example written notes on one page and illustrations or pictures on the other, dates on top, etc.
- 4)** Use the notebook when preparing presentations and when discussing the work in the team or in the class.