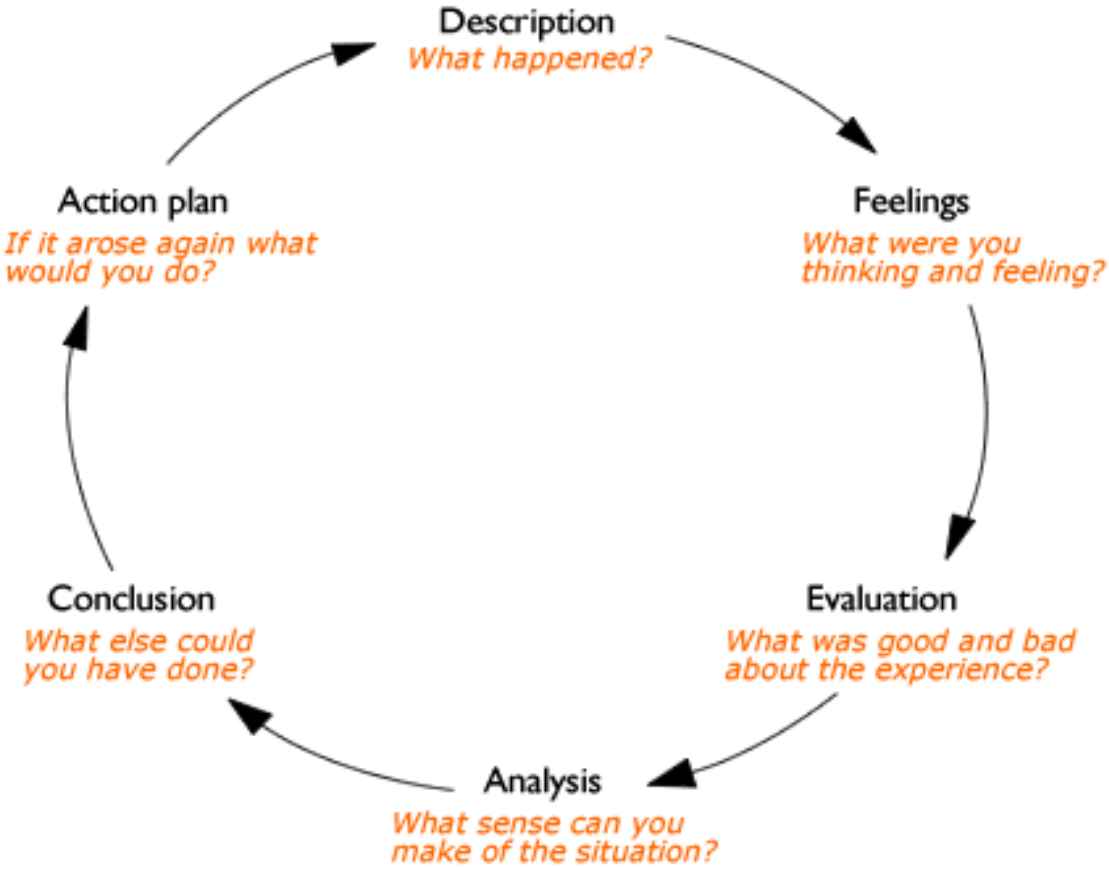
Description
What happened?
Feelings
What were you thinking and feeling?
Evaluation
What was good and bad about the experience?
Analysis
What sense can you make of the situation?
Conclusion
What else could you have done?
Action plan
If it arose again what would you do?