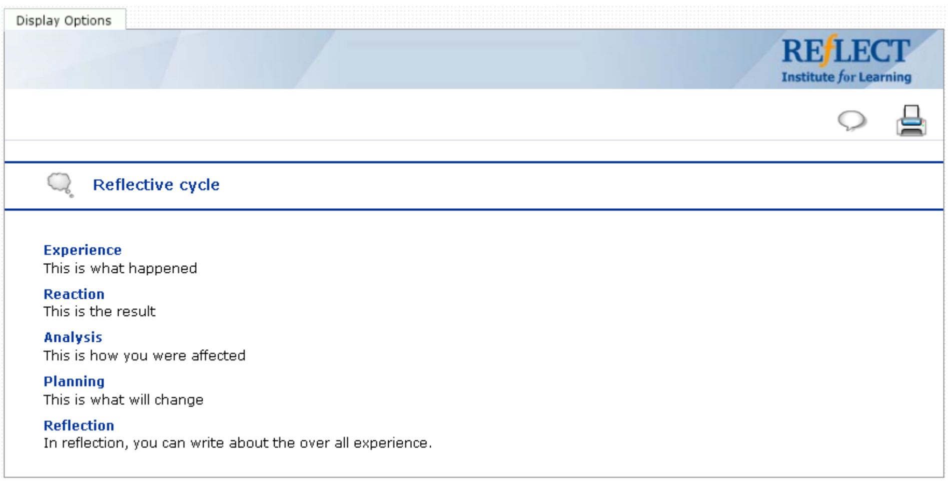
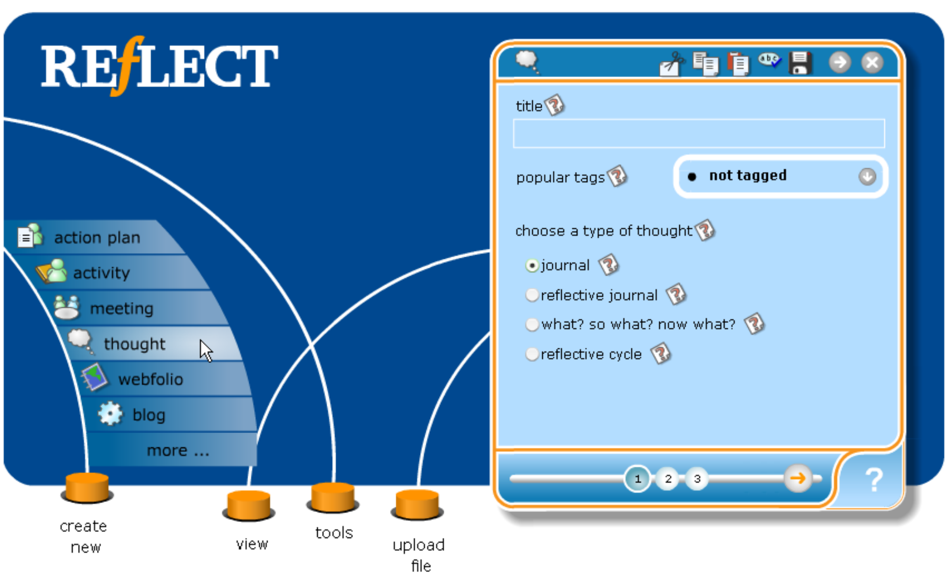
# Creating a thought

The thought asset can be used to record journal entries, structured reflections, significant incidents, ideas or notes. RE*f*LECT provides different levels of scaffolding to help you record your thoughts.




*A thought, may be a simple single entry or a reflective cycle*

Click the **create new** button and choose **thought** from the menu

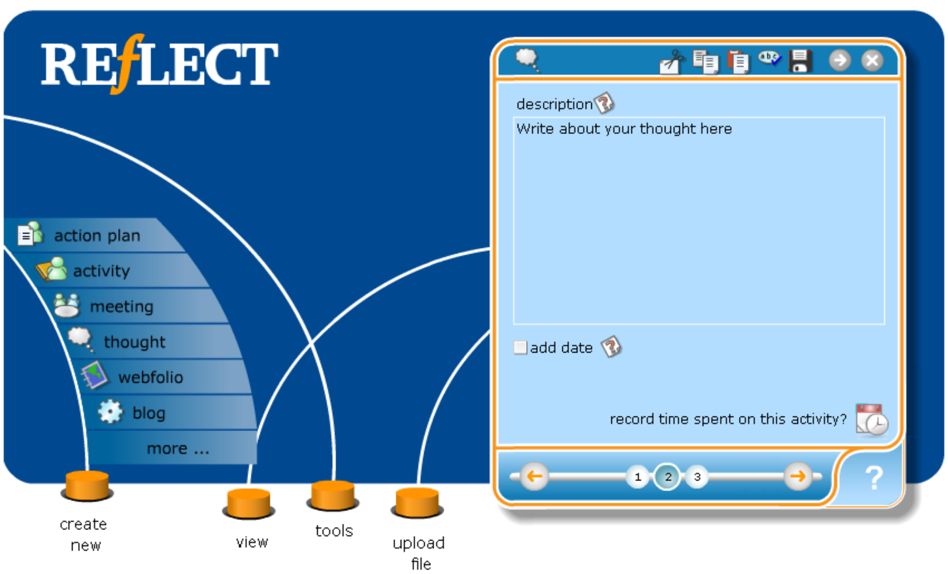


In the pad that opens there are areas to add a **title**, select **tags**, and add a **description** for your thought. The drop down menu contains your most used tags. More information on adding tags can be found on the tip sheet 'tagging an asset'.

You can choose between four different options when creating a thought asset;

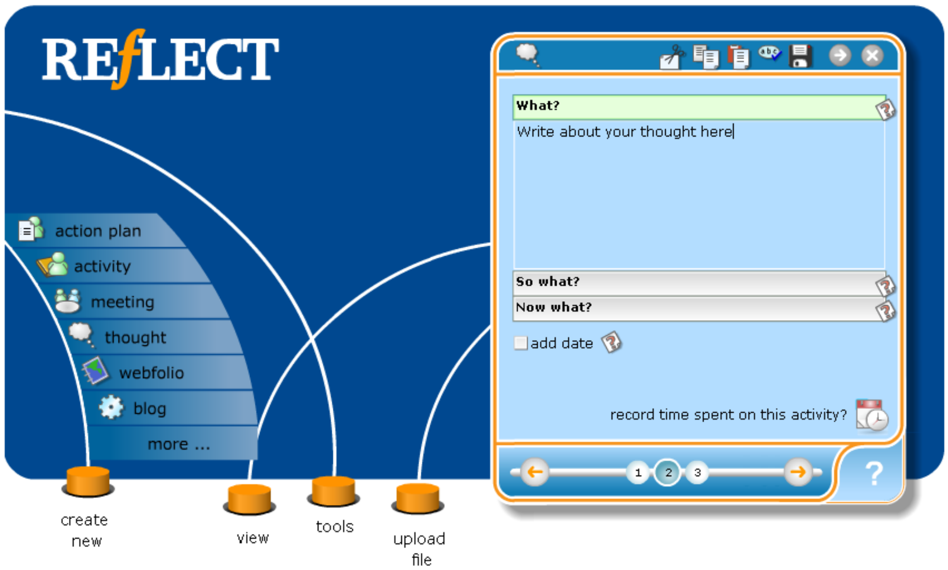
- journal entry
- reflective journal
- what? so what? now what?
- reflective cycle

For a journal entry, first complete a **description** of the thought. If you wish to add the date or a date range for the thought, tick the **add date box** and select the appropriate date(s) using the calendar tool.

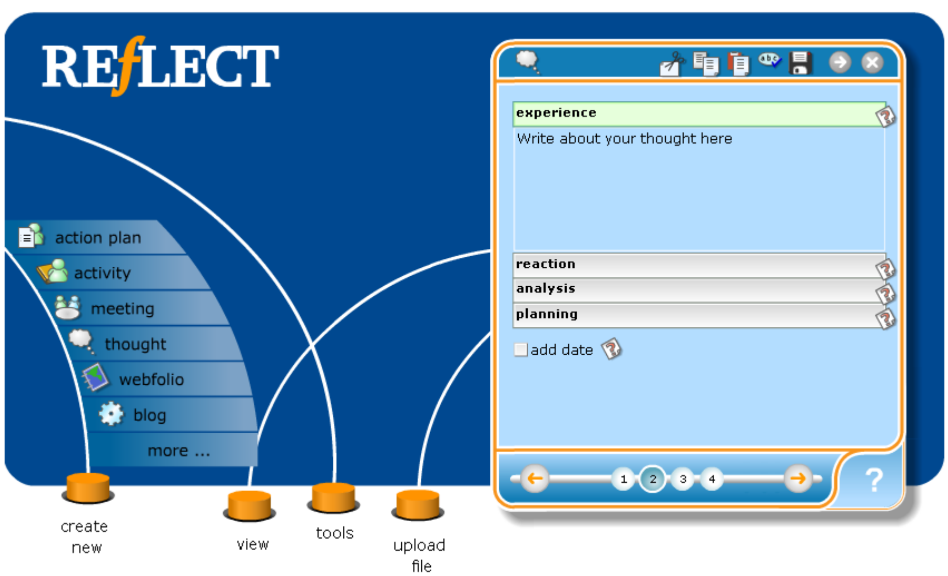



The **reflective journal** contains an additional step, which enables reflections to be added to your journal.

Selecting the **what? so what? now what?** option gives you three headers with the same title. Clicking a header allows you to enter text in the space below. **What?** is a space for describing the thought, **so what?** is a space for your reflection and **now what?** prompts you to write about any changes you may make in the future.




The **reflective cycle** option contains sections for **experience, reaction, analysis**, and **planning**. Step three of this pad enables you to write an overall or meta-reflection. This is the editing screen:



**Tip!** You can use the **numbered buttons**, or the **navigation arrows** at the bottom of the pad to move between steps at any time. This means that you can try out different thought structures, to see which best fits your needs. Any text you have entered will remain in place.

The last page of the asset creation pad has a list of options;

- view
- send to a person, the web, a gateway, a blog, a CPD record, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending are available from companion tip sheets. If your asset is CPD related, you can send it to your CPD record. More information is available from the tip sheet ‘adding assets to a CPD record’.

**Tip!** Remember to **record time spent on this activity** during the process. Click this button  whenever you see it.

When you have finished, click on the **green tick button** to save and close your asset.