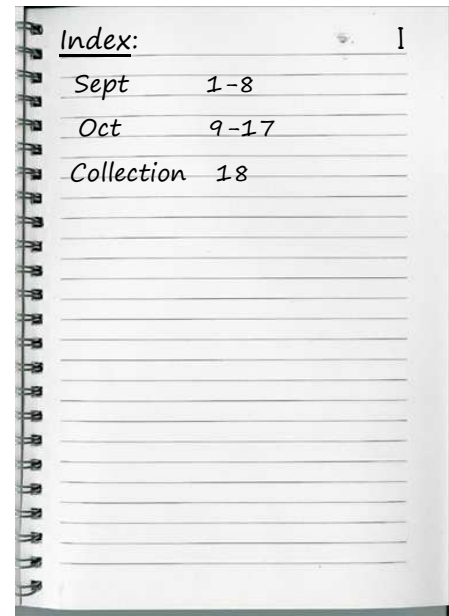


# Practice Journal Setup and Use:

## Part 1: Index

The first three pages of your notebook will become your index. Use Roman numerals to number these pages I-III and then start the next page as 1, this will be the beginning of your actual journal.

The index will become an important reference tool as your journal progresses.



## Part 2: Monthly Calendar

On the next facing pages set up your monthly calendar and goals.

Monthly Calendars should be created at the beginning of each month.



For the Calendar Page, title the page with the current month, then list all the days of that month down the left margin, also add the first character of the weekdays after the date.

The facing page will be a list of your goals for the month.

## Part 3: Daily Entries

Here is where you will keep track of each individual practice session.

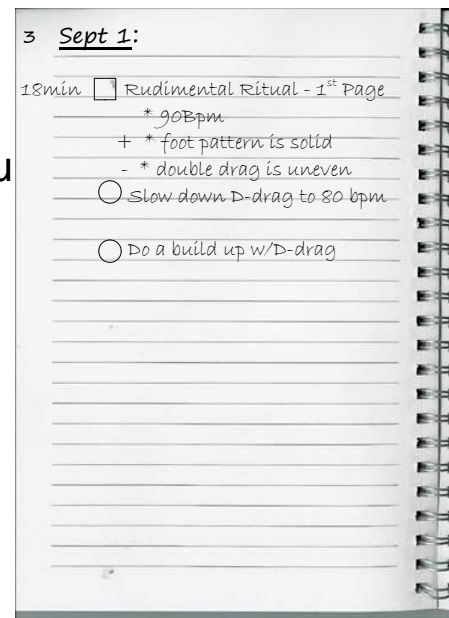
To start, list each Exercise and Goal you plan to work on and place a check-box next to each Exercise and Goal. Note that an exercise may have more than one goal.

Below this, using bullets, you will make observations/assessments as you practice. Your first observation should be a tempo indication. You may want to use "+" and "-" to keep track of assessment.

Use a circle to keep track of Revisions. If the Revision helps, put a dot in the circle, if it does not, put an X. If you are not sure, leave it blank. You may also want to use bullets for more in depth observations

Once your session is complete, note how much time you spent on each exercise to the left of the check-box, and then assess your progresses towards your goals with each exercise. Put a dot in the box of each goal where you have made progress, put a check mark in the box of each goal you have achieved.

Finally, go back to your monthly calendar and enter the total practice time, page number, and any brief notes next to that days date.



## Part 4: Collections

Collections are lists. They can be lists of long term goals, exercises, books or styles you want to work on, songs you want to learn, or just about anything else. I usually put check-boxes next to each item in a collection, but that is up to you.

One great use for collections is keeping track of warm-up routines, this can save lots of time during a practice session.

Collections can go anywhere in your journal, but they should always get their own page and some kind of clear identification. Also, be sure to note them in your index and calendar.

