

Communication diary	Who were you talking or writing to?	Who were you talking or writing about?	Did you praise or show appreciation for the person you were discussing?	Were you criticising the person you were discussing?	Was your discussion based on facts, hearsay or opinions?	Why were you discussing this person? Were you trying to help them?
Monday	1					
	2					
Tuesday	1					
	2					
Wednesday	1					
	2					
Thursday	1					
	2					
Friday	1					
	2					
Saturday	1					
	2					
Sunday	1					
	2					