

DESIGNING YOUR

Personal Learning System

Electronic workshop workbook

Jayne Moschella, B.S., D.C. | Lia Nightingale, Ph.D.

Use this workbook to build one practical learning system during the workshop.

Participant name

Role, institution, or practice setting

Date

Your responses remain private unless you choose to share them during an activity.

Identify the need and define the goal

Begin with one real responsibility, decision, or challenge.

ACTIVITY 01 | LEARNING NEED

What decision, task, or challenge do I want to handle more effectively?

How does this connect to my professional role?

Why does this matter now?

ACTIVITY 02 | GOAL SETTING

By what date?

What will I do, change, or improve?

What evidence or feedback will show progress?

Gather and evaluate evidence

Find one useful source, then decide whether it deserves a place in your system.

ACTIVITY 03 | EVIDENCE GATHERING

Source title, presenter, or organization

Link, DOI, or location

Source type

- | | |
|--|---|
| ☐ Research or evidence synthesis | ☐ Professional guidance or regulatory update |
| ☐ Mentor, colleague, or community | ☐ Practice, teaching, or learner feedback |

ACTIVITY 04 | CAN YOU TRUST THE EVIDENCE?

1 CREDIBLE? Who produced it, and how was it developed?

2 RELEVANT? Does it answer the question I have?

3 APPLICABLE? Does it fit my role, population, resources, and local rules?

4 ACTIONABLE? Can it inform a decision, test, or next step?

Take stock of your current system

Notice what already works before choosing a new tool or changing your process.

Where do I currently save useful information?

What already works well?

Where does the system usually break down?

What information is hardest to retrieve when I need it?

The goal is one reliable home for the information that matters.

Improve one part of your organization

Keep the first version small enough to maintain.

ONE RELIABLE HOME

Which tool or location will become my main learning home?

What is one change I can make to improve retrieval?

What naming, folder, tag, or review habit will I use?

LEARNING FORMAT

Which format best matches the depth of this learning need? Select any that apply.

- | | |
|--|--|
| ☐ Conference, seminar, or webinar | ☐ Workshop or focused clinical training |
| ☐ Microcredential or professional certificate | ☐ Master's or doctoral degree |
| ☐ Residency or fellowship | ☐ Self-directed learning |

Why is this the right level of investment?

Practice with a purpose

Use the learning in a real setting and seek feedback that can guide the next attempt.

What will I try, change, or practice?

Where and when will I try it?

What feedback or information will I seek?

Who can provide useful feedback?

What will I adjust after the first attempt?

Reflect, review, and identify what comes next

A brief structured review turns experience into the next learning step.

WHAT?

What happened, and what did I learn?

SO WHAT?

Why does it matter in my role and setting?

NOW WHAT?

What will I do, test, or study next?

My next learning question

My personal learning system

Capture the first workable version. You can strengthen it after using it.

1 LEARNING NEED

What do I need to understand or do better?

2 GOAL

What progress do I want to make, and by when?

3 TRUSTED SOURCES

Where will I look, and how will I judge quality?

4 CAPTURE METHOD

Where will I save what matters?

5 PRACTICE AND REFLECTION

How will I use the learning and seek feedback?

6 REVIEW SIGNAL

What will show progress, and when will I review it?

COMMITMENT AFTER THE WORKSHOP

My first action

Review date