

FACILITATION TECHNIQUE	Letter to Myself
CORE PURPOSE / FOCUS	#define intentions #perspective #vision #decision making
PHASE	#action #closing
SKILL / CONTENT	#introspection #self-reflection #evaluation
TIME FRAME IN MINUTES	#<15 #<30 #<60
GROUP SIZE IN PERSONS	#1-5 #6-15 #16-30
FACILITATION LEVEL	Beginner
COMFORT ZONE	Safe

Introduction

Often done at the end of a workshop or program, the purpose of this exercise is to support participants in applying their insights and learnings, by writing a letter and sending it to their future selves. They can define key actions that they would like their future self to take, and express their reasons why change needs to happen.

Necessary tools (what you need)

- Pick an online whiteboard tool that allows using large, zooming able canvas.
- Use a video conferencing tool of your choice.
- Each participant needs: pen, paper, marker, envelope.

Steps

1. Check with the participants if they have the necessary equipment prepared. Explain that they are going to write a letter to their future selves, and that this will help them apply their insights and learnings from the workshop/program. Tell them that they should open the letter in X number of months, and that they should consider this when writing them. You can define the timeframe with the group.

Facilitator notes: *This exercise can be as open or closed as you think is appropriate. You could restrict them to three bullet point actions that they need to follow up on. Or you could give them the freedom to write whatever they want to themselves. Judge the needs of the group and the purpose of the session.*



2. Write a focus question and share them. These can either be defined by you, or through discussion with the group. For example:
 - *What will I achieve by X date?*
 - *What will I do tomorrow, next week, next month?*
 - *How do I feel now about my work/job/team? And how do I want my future self to feel?*
 - *Do not forget...*
 - *I want to change... because...*

Give them around 10 minutes to complete their cards/letters. More if they need time and you are flexible.

3. Ask participants to make a note in their calendar to open the letter on agreed day.

Tips & Tricks

- You can simply use various software or online tools for writing the letters.

Source

<http://toolbox.hyperisland.com>

