

# My Work Day: Events, Reactions, & Insights

---

The purpose of this tool is to help you track your own inner work life, the progress you make each day in your work or projects, and insights you gain. Skip any questions that aren't relevant to you. Devote 5-10 minutes to this at the end of each day, and look back on your diary records at least monthly – preferably weekly. We aim to make this tool useful to you. If you have ideas for improvement, please click Contact at the top of the web page and let us know.

1. Date: \_\_\_\_\_

2. Hours worked today: \_\_\_\_\_

Answer the scale-rating questions using this 7-point scale:

1-----2-----3-----4-----5-----6-----7      NA = Not applicable  
 not at all    slightly    somewhat    moderately    quite a bit    very much    extremely

3. Today, in my work (circle one response for each; write comments, if desired):

- |  |               |    |
|--|---------------|----|
| a. I felt good:                                    | 1—2—3—4—5—6—7 | NA |
| b. I was motivated:                                | 1—2—3—4—5—6—7 | NA |
| c. I enjoyed my work:                              | 1—2—3—4—5—6—7 | NA |
| d. I felt positively about the people I work with: | 1—2—3—4—5—6—7 | NA |
| e. I felt positively about my boss:                | 1—2—3—4—5—6—7 | NA |
| f. I felt positively about my organization:        | 1—2—3—4—5—6—7 | NA |

4. One event that stands out in my mind from this work day, and my reaction to it:
  
5. Progress and accomplishments today, large or small (list 1-3):
  
6. Factors facilitating vs. blocking my progress today (Check all that describe your main work today; skip any not relevant):
  - a.  Tasks I cared about vs.  Meaningless tasks
  - b.  Clear goals vs.  Vague or shifting goals
  - c.  Freedom in doing the work vs.  Constraint in doing the work
  - d.  Got help I needed vs.  Didn't get help I needed or  Hindrance
  - e.  Sufficient resources vs.  Insufficient resources
  - f.  Sufficient time vs.  Too little time vs.  Too much time
  - g.  Support for learning from mistakes vs.  Mistakes punished or ignored
  - h.  Good exchange of ideas vs.  Poor exchange of ideas
  - i.  Other:
  
7. Reflections on the work day (insights, questions, and/or plans for tomorrow):