

Tutorial Material

#BOBkonf2021

The background of the slide is a photograph of a sunset or sunrise over a calm sea. A single small white buoy stands in the dark water in the center-left. The sky is a gradient from deep blue at the top to warm orange and yellow near the horizon. The text is overlaid on two large, semi-transparent rectangular blocks.

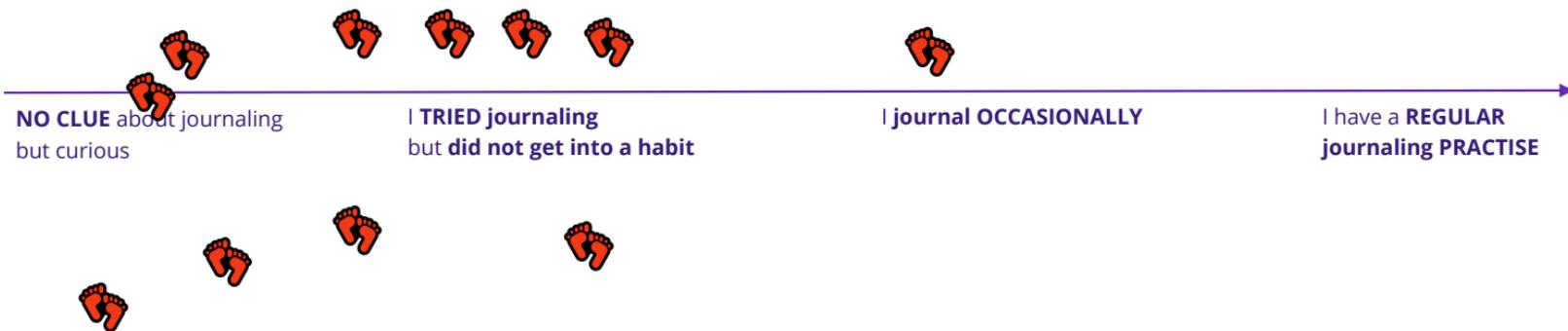
D.A.R.E. more,
F.E.A.R. less

Journaling for (Tech) People

Cosima Laube @ #BOBkonf2021

Your Experience

take a "stand" &
what kind of journal
do you use already?



Pre-Print Journal Books



Bullet Journal

Blank Book



The T.T.L.



Create yourself a T.T.L.

(stands for: "Tedious Task List").

Indiv. WORK for
participants
(yellow)

1. Get a piece of paper and a pen
2. Write 5 tasks / things on it
3. One line per task
 - (prefix each with a bullet)

Example:

- do the taxes
- clean my car (inside!)
- call Uncle Meeh
- move webspace
- do the laundry

Examples what
to do (grey)

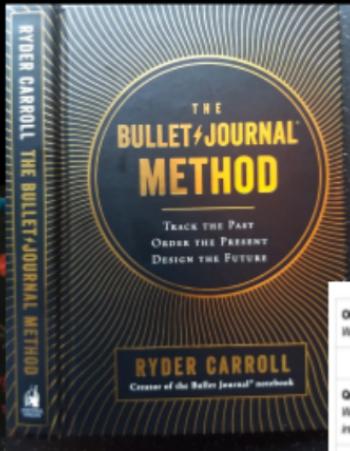
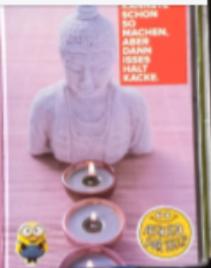
A **tedious task** is something that e.g. is "**too big** to start", is **unclear**, is **scary** or "just something you hate doing"....

MORE remarks
(white)

Presence

2000

Freestyle Journaling



Semi-Structured Journals



Observation What did you observe?	Interpretation and Evaluation How do you interpret and evaluate the observation?
Questions What questions come to your mind when you interpret and evaluate that observation?	Interventions What interventions do you plan based on your interpretation and evaluation?

2021



Guided free-style journals



Overview of Journaling Variants

1. Guided free-style Journaling

- rough framework for inspiration and guidance
- easy to adjust at any time
- (z.B. Bullet Journal, abbr: BuJo)

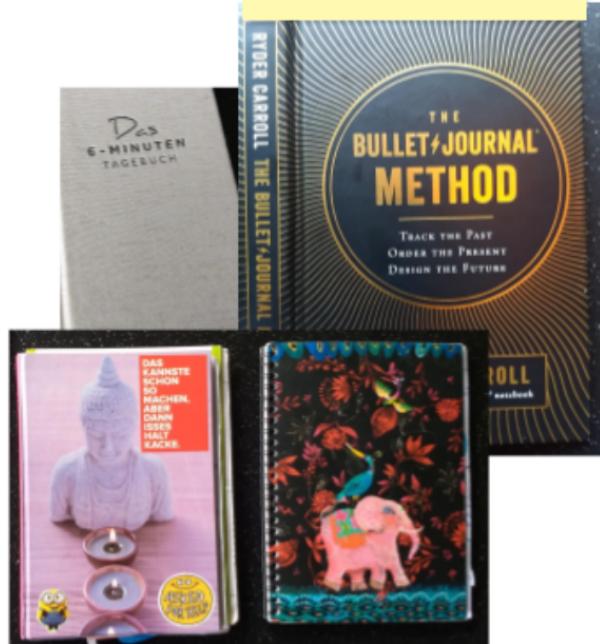
2. Semi-structured Journals

- (usually!) easier start for newbies
- clear purpose and guidance
- offers variety (different book, different focus)
- serve as a source of inspiration

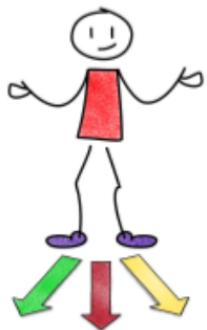
3. Freestyle Journaling

(u.a. morning pages, best-possible-self exercise, letter from your future, working with values, ...)

<https://notebook.cosim-a-laube.de/blog/different-journaling-methods/>



Be present



Be Open
& Let go

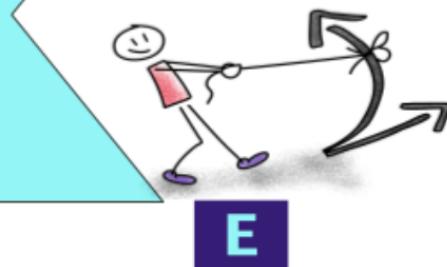
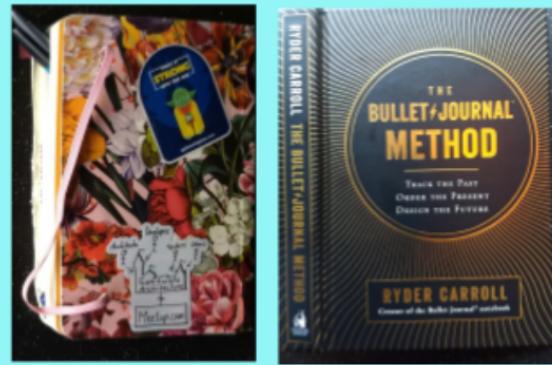


Do what
matters





Getting present



self-as-context



“... [it] adds the friction that you need
to slow down, step back
and consider the things you task yourself with...”
[Ryder Carroll, BuJoMethod, 2018]



Values as a Compass

Why Values?

Knowing your **own values** can serve you like a compass.
Helps to **navigate life & work.**



Finding them IS real work. In any case, **living up to your values is a journey.**

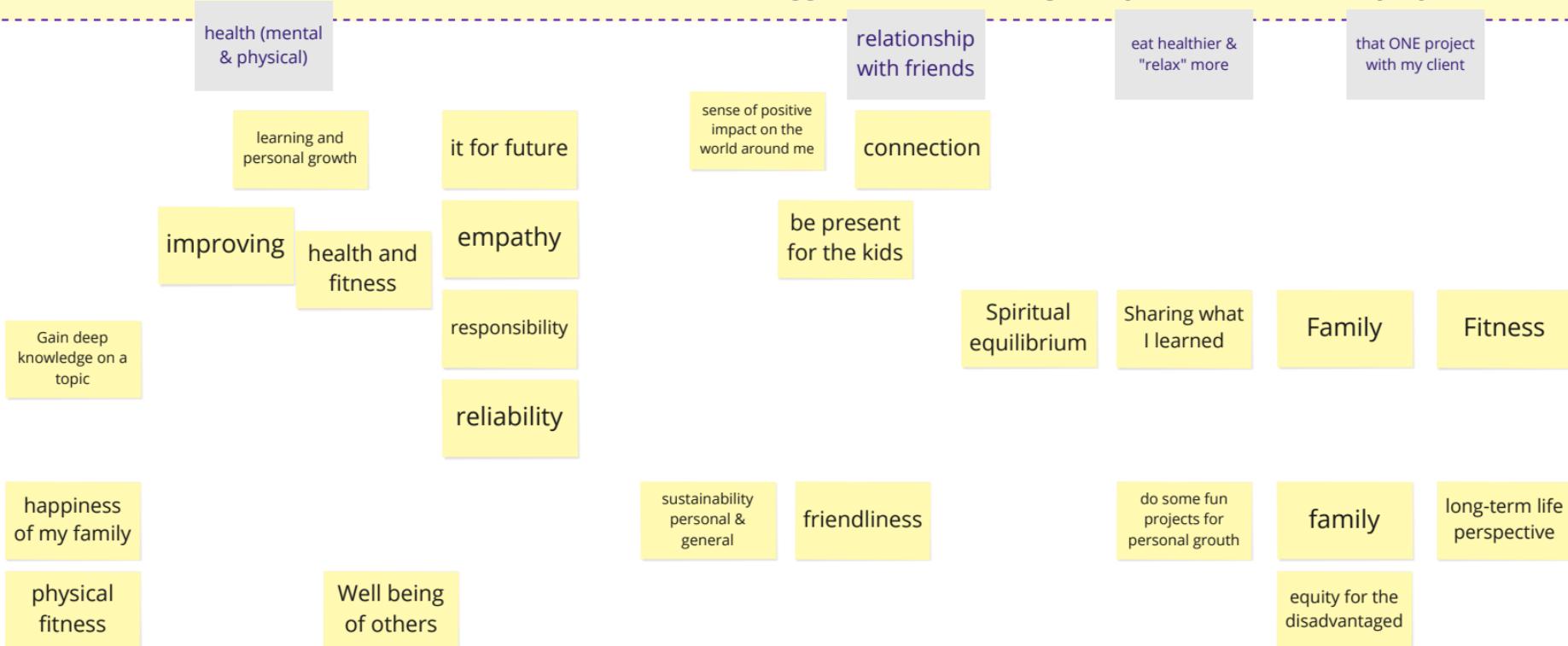


What matters to YOU?



Let's collect together what matters to different people.

Often these are **(core) values**, sometimes in life these are also **bigger, abstract "things"** or **private / business "projects"**.



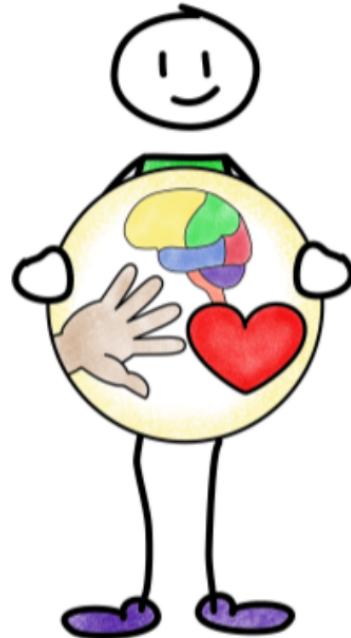
Willpower

(DE: Willenskraft)



Self-efficacy

(DE: Selbstwirksamkeit)



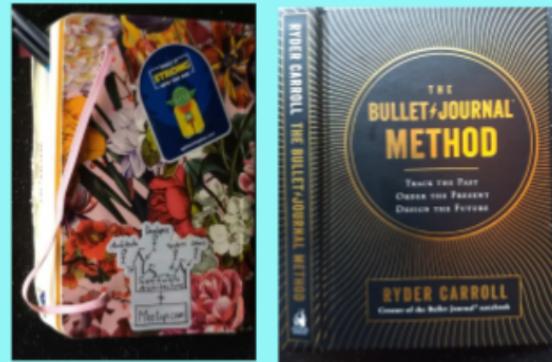


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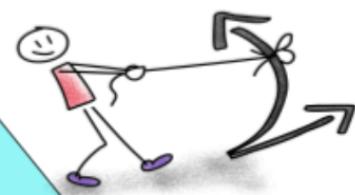
Getting present



D



Reconnect
to values



Engage & take
action

self-as-context

Option 1: Too many 'values' - I need orientation!



Discover your **next steps**... for **what really matters** to you

A: What matters (e.g. values or needs or anything else where you feel change is emerging)	B: Your current Importance How important is this to you? (scale: 1 to 8)	C: Your current Attention / Efforts How much attention / effort do you currently spend? (scale: 1 to 8)	D: Hints for next action How big is the discrepancy? (between C and B)	E: One small (and actionable) next step for me is...
my Physical & Mental Health and Wellbeing				go walking outside 5 times per week for 20min
Friends & Social Relations				meet at least one friend once per week
Family relationships				
Intimate relationships				
Recreation, hobbies, leisure				get creative with color pens one evening per month
Self-development, personal growth, learning				
Career & Work				
Spirituality				
Being part of a community				

English: <https://change-companion.respectandadapt.rocks/en/week-3-recharging/day-19-figuring-out-where-to-spend-your-energy-on-next>

German: <https://change-companion.respectandadapt.rocks/de/woche-3-auftanken/tag19-herausfinden-was-dir-alsh%C3%A4chstes-wichtig-ist>

Option 2: one "BIIG thing" - I need smaller chunks first!



Do a **Break-it-down**

1. Think of your USUAL morning.
 - a. How long does it take?
 - b. What small, little tasks do you do?
 - c. In which sequence?
2. Imaging... you overslept. Massively!
 - a. What would you KEEP?
 - b. What's a definite NOT to?
 - c. What might be optional?

Now adapt that mental model for YOUR BIIIG thing:

1. **break it down in pieces**
2. what's your "deadline"? how long would it take?
3. **take a fraction of the time** (e.g. just 5-10%) and **imagine what is possible** with just that...

This process is inspired by "User Story Mapping" by Jeff Patton.

Read more here:

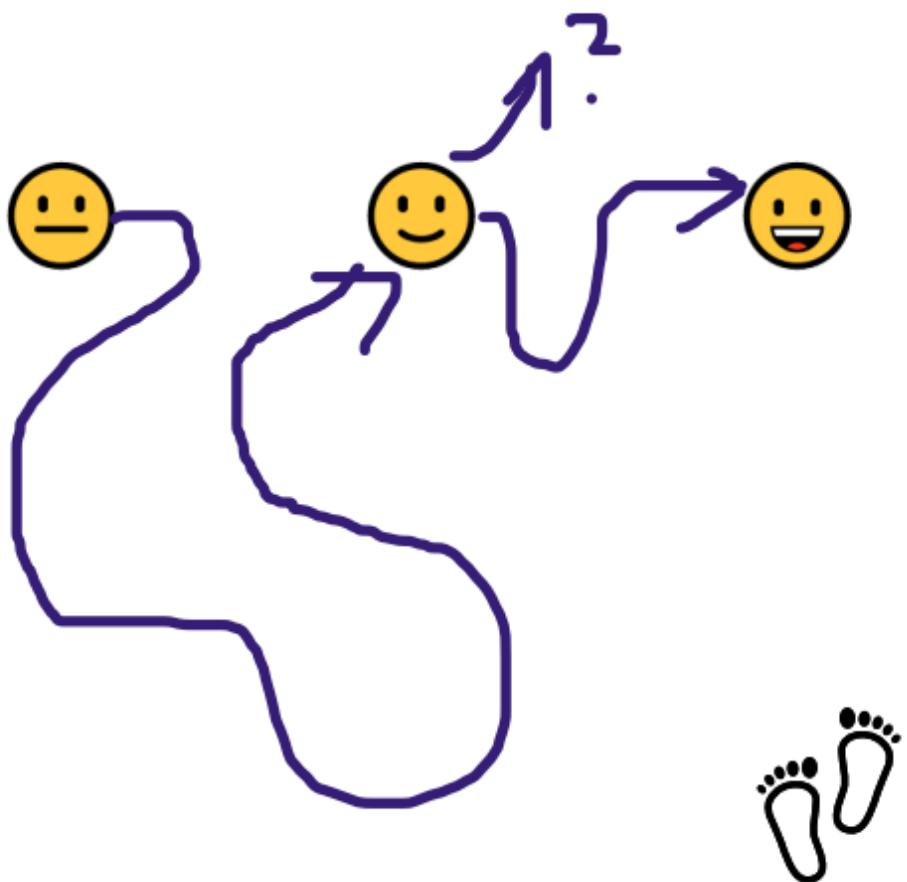
<https://www.jpattonassociates.com/story-mapping-quick-ref/>

Change of Habits

Easy? Or just simple?



Having that compass (values) and "just" walk your way... that would be too easy.





Postponing & Procrastinating

Let's collect together **WHY** different people would **postpone** stuff or **procrastinate** on things.

Remember: living up to your values is a journey... so: what typically "gets in your way?"

taxes

talk to a
"difficult"
colleague

Late
Gratification

External
motivation

Don't know
where to start

not breaking
down a
monolithic task

nicer 2nd
prio tasks

could do
that later

that useless but
funny algo i always
wanted to do

actually starting and
have to keep
direction from then

never the right
time to do it

waiting for the
"right" time /
overoptimizing

finishing as an
end of
improvement

fear of negative
outcomes

Fear of
success

Multitasking

too many other
things to do

Too many tasks
& prioritization

there is always
more interesting
stuff to do

Something is
always more
urgent

Tasks with fast
approaching
deadlines overtake

Overwhelming

avoiding
confrontation

threatening

could be
embarrassing

unpleasant
consequences

Unpleasant

Perfectionism

Perfectionism

Perfectionism

result will not
be perfect

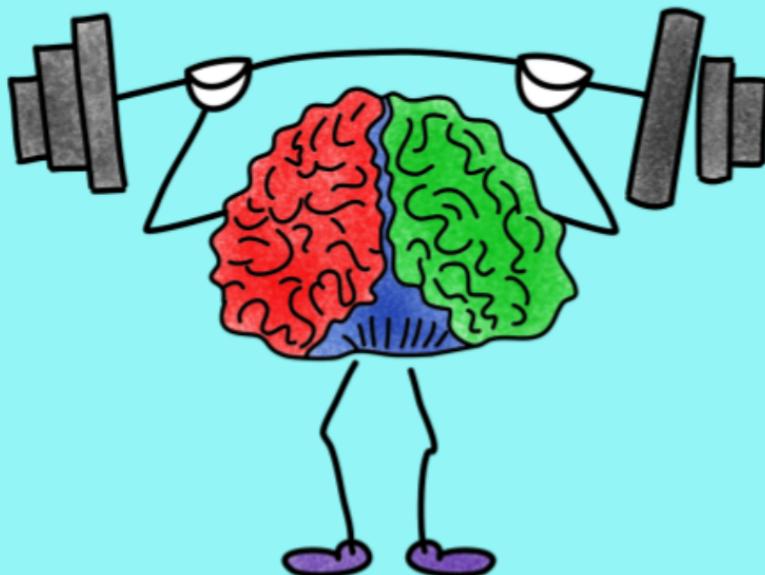
lack of
energy

Lack of energy
after work

Meaningfulness:
Lost perspective on
why I'm doing this



“we (positively) hack our brains (=our wet-ware)”



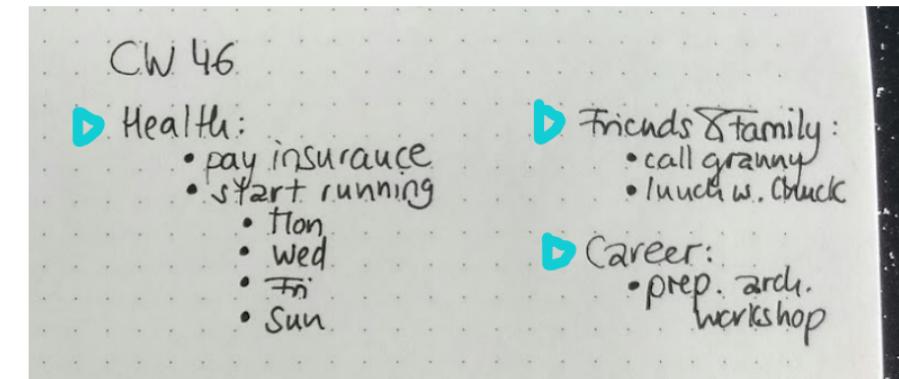
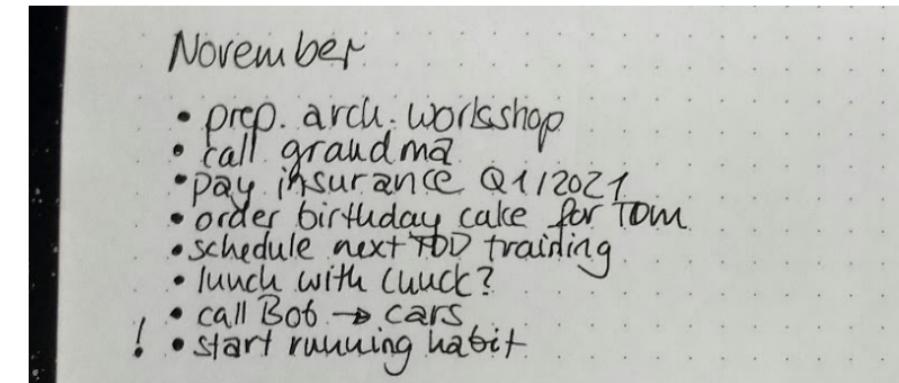
"Why it matters" Log - Intro

Recall the "tedious task list" you created in the beginning.

Here's a **Monthly Log** (from Bullet Journaling method).
A **Log** is mainly just a **plain list of tasks**.

Here is a **Weekly Log** - and it is tweaked: tasks are **clustered by values** or '**Why it Matters** <to that person>'

The "**Why it Matters**" is the key thing here: it helps you to ditch procrastination and rock YOUR "classic" to-do lists.





"Why it matters" Log - Hands On

START your "Why it matters"-Log

1. Take that **Tedious Task List** you created in the beginning.

2. Cluster the tasks:

- use what matters to YOU
- or be inspired by --->

Advanced Option: make it a Weekly Log for next week

Examples:

(Financial) Freedom

- do the taxes
- move webspace

Have a comfy Home

- clean my car (inside!)
- do the laundry

Examples:

Health:

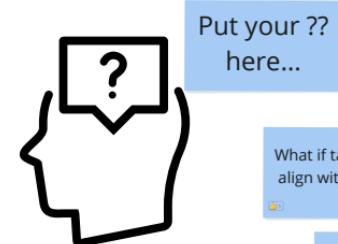
- walk 25min twice per week
- cook fresh on Friday

Family Relationships

- call Uncle Meeh

Common Valued Life-Domains

- health (physical and mental)
- friends & social relationships
- family relationships
- intimate relationships
- recreation / hobbies / leisure
- self-development / personal growth / learning
- career / work
- spirituality
- being part of a community



What if tasks don't align with values?
👉

I started cleaning up my room when I was finished :D

Knowing Your "Wetware"

//

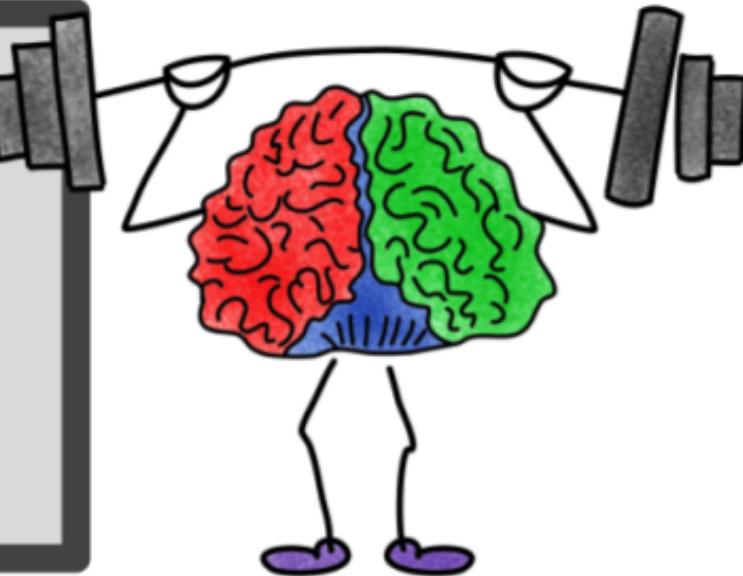
Awareness

We chain ourselves in mental boxes...



Leaving those boxes...

**Fused with our thoughts
Evaluate our experiences
Avoid (some) experiences
Reason-giving of behaviour**



Easy Brain-Fuel: #3GoodThings



List 3 Good Things of TODAY

1. Take your paper & pen
2. Write down the 3 good parts of today.

Take the first stuff that comes to your mind.

There's no "right" or "wrong"! :-)

"Cheat" Option:

Write down the **3 Good Things** for **yesterday**.

Example:

- sun was shining
- open convo over a coffee with T.
- finished task X - what a hard nut to crack!

Advanced Option:

Think about what **YOU** contributed to each 'good part'

Example: sun was shining

- I NOTICED the sun during a break
- I went out for a walk -> sun :-)



Writing down **3 Good Things** (per day) pays into **awareness & presence**. It also focusses our brains on the good parts (the negative ones are spotted anyway - that's a built-in ancient "feature" of our wetware).

Habit-ize it!



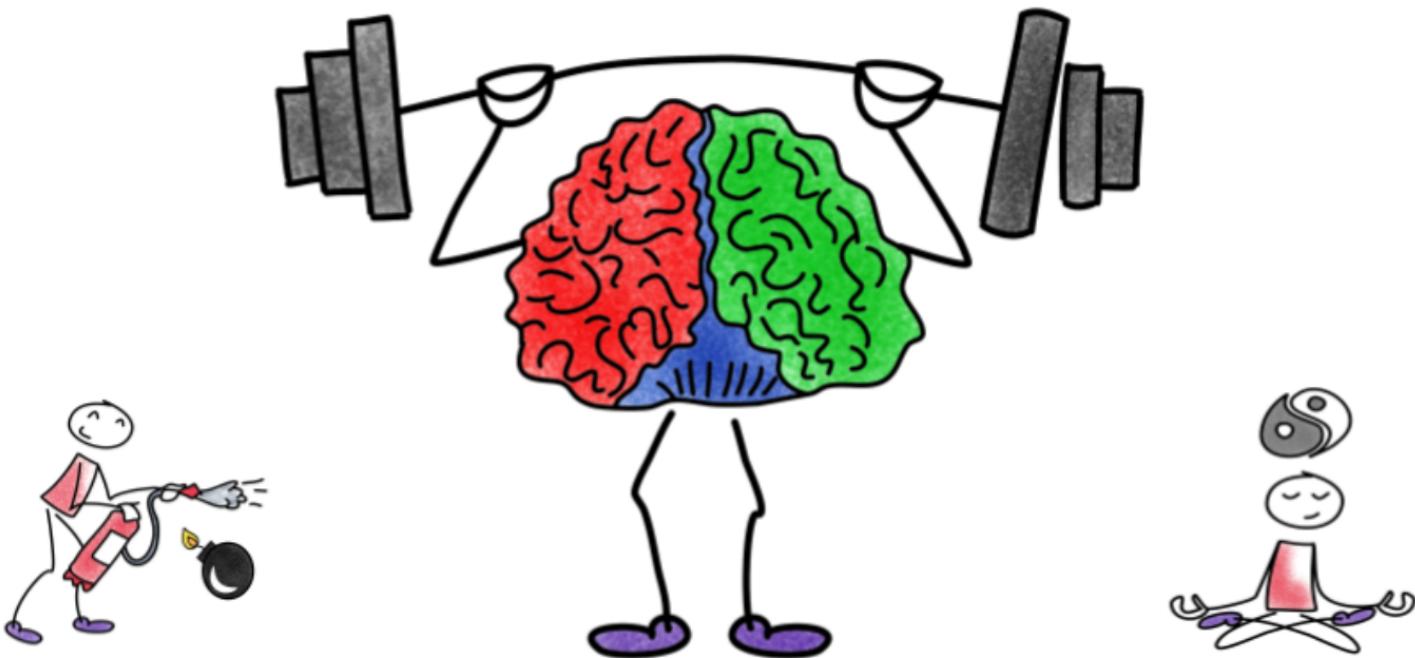
Habit-ize #3GoodThings per Day

For the next 2 weeks,
write down #3GoodThings
(at least for 10 days)

You can do it on your own on a piece of paper or e.g. on a social media like Twitter.

Advanced: Celebrate each day! :-)







(Daily) Self Check-in



Daily Check-in with Your Self

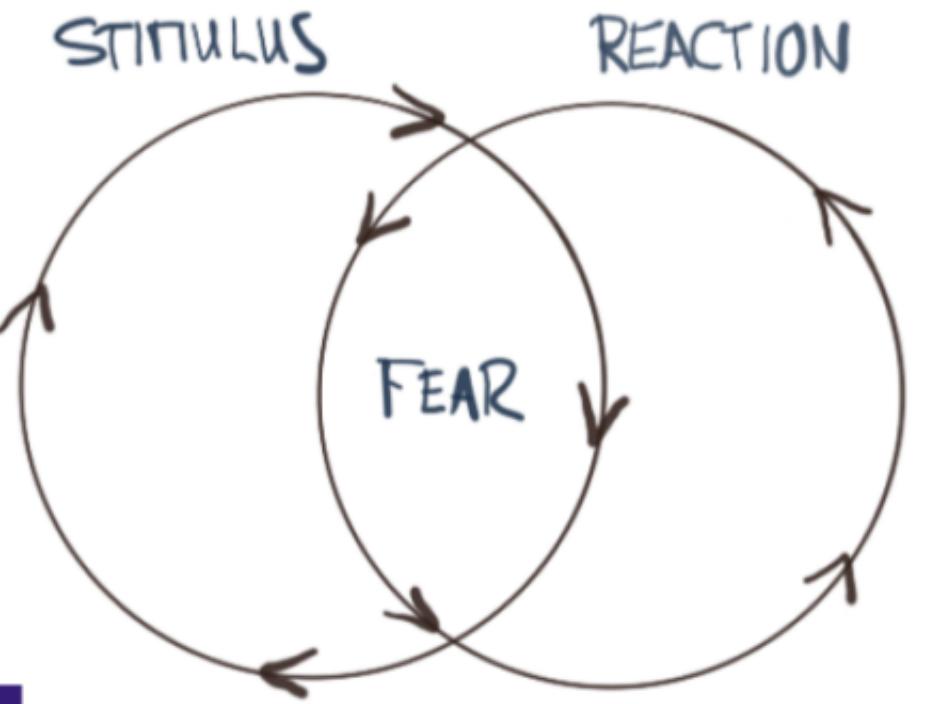
1. get **something to write**
2. take 5 min at **a place where you can "just" be**
3. optional: take the emotions & needs inventory
(for inspiration)
4. feel inside and look inside
 - a. what **EMOTIONS** are there in that very moment? **what are you feeling** right now?
 - b. write it down
 - c. celebrate yourself! :-)

Advanced:

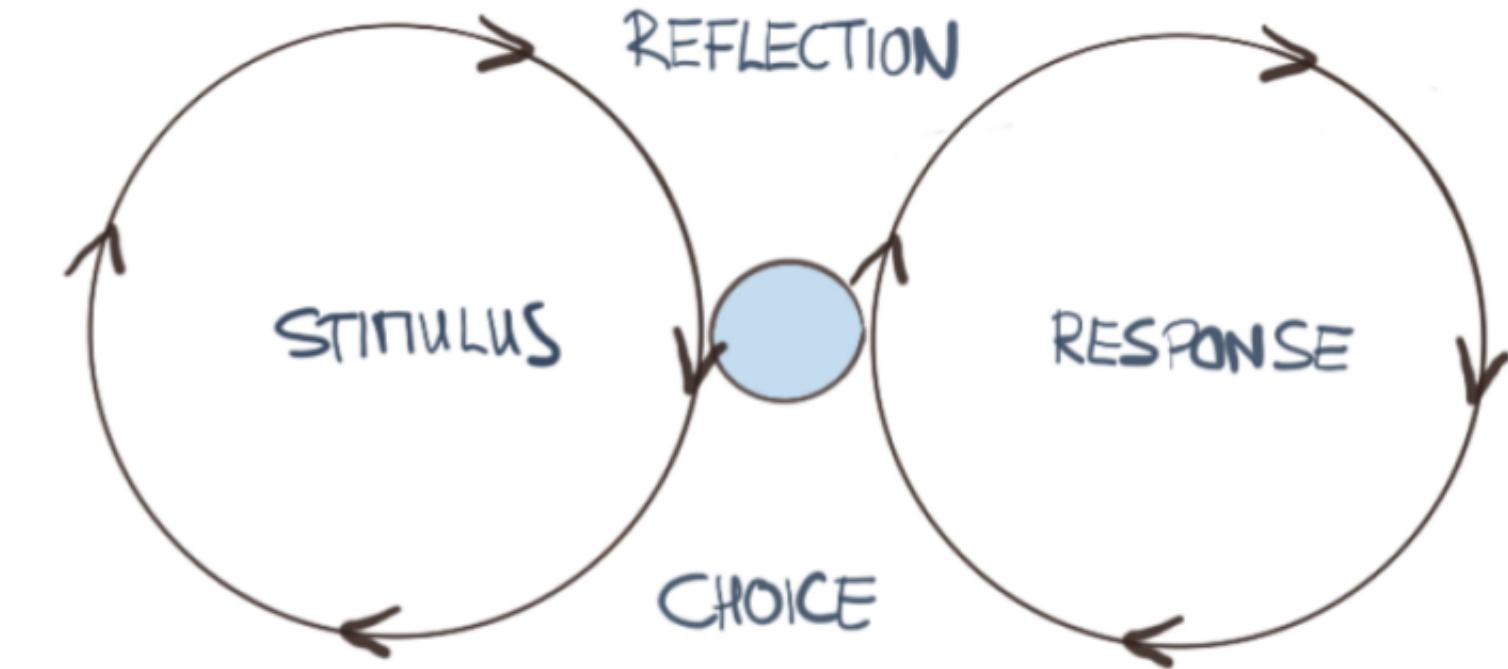
If there are emotions you would label with "negative" or "unpleasant"... try to dig a bit deeper: which NEED do you have that is not met right now? Write down what YOU need as well.

And please celebrate yourself! :)



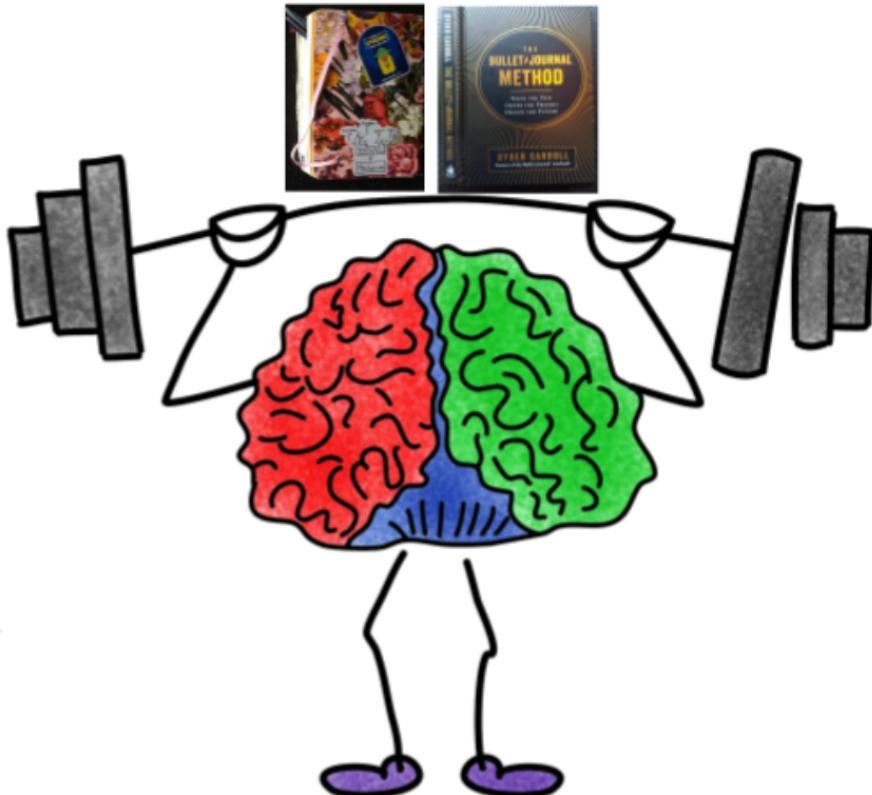


Reactivity



Intentionality





How I care for me

To be at **my best possible version**, as of today (____ . ____ . ____), this is what I need...

... every day

-
-
-
-
-

... weekly

-
-
-
-
-

... monthly

-
-
-
-

... a couple of times per year

-
-
-
-

And this is what is completely NOT HELPFUL for me:
("not to do list", energy suckers, ...)

-
-
-
-

PDF

Download: <https://change-companion.respectandada.pt.rocks/downloads>

The "How I care for... me" List



START your How-I-care-for-Me List

1. Get a NEW sheet of paper and a pen
2. Draw five lines to have some space for:
 - a. every day
 - b. weekly
 - c. monthly
 - d. some per year
 - e. and last the: ENERGY-SUCKERS section
3. write down whatever comes to your mind for each section

There is no right/wrong!

This just for YOU, so you can adjust it anytime. :-)

Some Examples:

To be at my best possible version, this is what I need...

... every day

- get outside
- eat fresh vegetables
- ...

... weekly

- speak friends
- do sports (real sweating!)
-

... monthly

- drive to the recycling facility (paper, glass & stuff)
- have two days really off-screen
- ...

... a couple of times per year

- ...

Completely NOT HELPFUL for me (a.k.a. energy suckers):

- "forced" eating times (more than a day)
- do thinking work & be interrupted by folks
- ...

Wrap-up



Acceptance



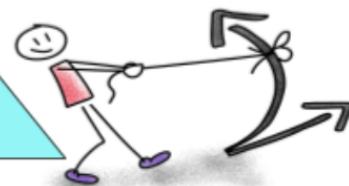
Defusion

Getting present

Psychological Flexibility:
willingness and ability
to respond
to what is happening
in the environment
rather than
what is happening in your mind



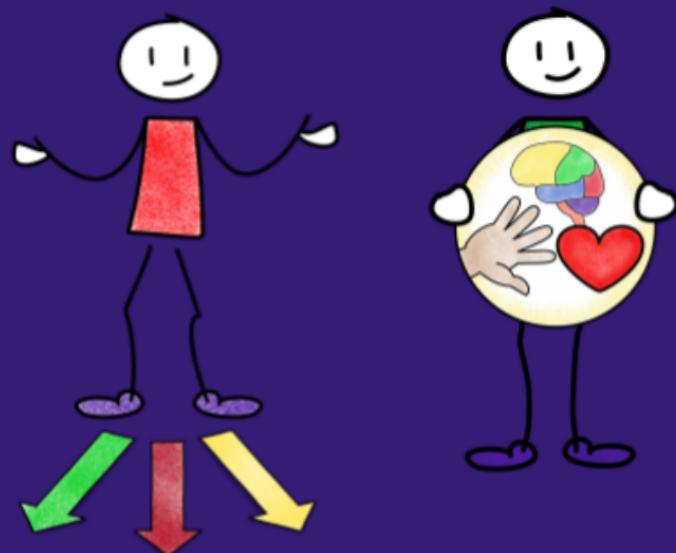
Reconnect
to values



Engage & take
action

self-as-context

Psychological Flexibility



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Leading ourselves fully

1. stimulus |-| response
 2. more **options** → choice
 3. better **decisions** sooner
-

Thank YOUS

- To **Bettina Ruggeri** from www.agile-living.com for
 - all hand-drawn artwork
 - the 'Feelings & Needs at the workplace' overview
- To **all of you participating people** for
 - "just" being there
 - for asking questions in the chat
 - for asking questions via audio/video interaction
 - for adding your views & remarks on all channels possible
 - for participating so openly in the group-work exercise parts
- To **all of you who had the possibility to switch your video on**. That made it easier for me to "read the room" (which is always a challenge in a remote setting ;-))



Cosima Laube

Agile Navigation Coach

Experiences, Questions & more...

Share them!

→ cosima@respectAndAdapt.rocks