

# Extended Two■Week Productivity & Wellbeing Journal

## Week 1

### Monday

*Mood:* Overwhelmed ■■■■

*Daily Summary:* Too many tasks competing for attention.

#### Highlights:

- 1 Handled urgent emails early.
- 2 Completed 2 major work items.
- 3 Took a 10-minute breathing break.

#### Challenges:

- 1 Frequent context-switching.
- 2 Low energy in the afternoon.

#### Action Items:

- 1 Write a clear plan for tomorrow.
- 2 Reduce multitasking by batching tasks.

### Tuesday

*Mood:* Productive ■

*Daily Summary:* Stayed focused for most of the day.

#### Highlights:

- 1 Used Pomodoro sessions effectively.
- 2 Completed 3 high-priority tasks.

#### Challenges:

- 1 Too many Slack notifications.

#### Action Items:

- 1 Mute non-essential chats for 2 hours next morning.

## Wednesday

*Mood:* Distracted ■

*Daily Summary:* Hard to stay on track in the morning.

### Highlights:

- 1 Made progress on long-term project.
- 2 Did a short afternoon walk for energy.

### Challenges:

- 1 Low motivation in the first half of the day.

### Action Items:

- 1 Start tomorrow with a single focused task.
- 2 Prepare workspace tonight.

## Thursday

*Mood:* Energetic ■

*Daily Summary:* High focus and great pacing.

### Highlights:

- 1 Helped a teammate solve a key issue.
- 2 Completed almost all planned tasks.

### Challenges:

- 1 Mild fatigue around 3 PM.

### Action Items:

- 1 Plan a short stretch break during afternoon slump.

## Friday

*Mood:* Relaxed ■

*Daily Summary:* Nice flow and good closure to the week.

### Highlights:

- 1 Wrapped up all critical items.
- 2 Cleaned inbox and tasks list.

### Challenges:

- 1 Some procrastination early morning.

**Action Items:**

- 1 Define big goals for next week.
- 2 Schedule self-care for the weekend.

## Week 2

### Monday

*Mood:* Fresh ■

*Daily Summary:* Great start after rest.

**Highlights:**

- 1 Stayed on track with priorities.
- 2 Prepared meals ahead.

**Challenges:**

- 1 A bit slow to start working.

**Action Items:**

- 1 Set a strong morning routine.

### Tuesday

*Mood:* Drained ■

*Daily Summary:* Too many meetings interrupting workflow.

**Highlights:**

- 1 Good engagement during calls.

**Challenges:**

- 1 No deep work accomplished.

**Action Items:**

- 1 Block focus time tomorrow morning.
- 2 Decline optional low-value meetings.

### Wednesday

*Mood:* Focused ■

*Daily Summary:* Good progress and clarity.

**Highlights:**

- 1 Advanced client project.
- 2 Organized notes and next steps.

**Challenges:**

- 1 Minor interruptions throughout the day.

**Action Items:**

- 1 Create mini■plan for next milestone.

## Thursday

*Mood:* Tired ■

*Daily Summary:* Energy dropped in afternoon.

**Highlights:**

- 1 Completed morning tasks before burnout hit.

**Challenges:**

- 1 High stress levels.
- 2 Poor sleep previous night.

**Action Items:**

- 1 Sleep early tonight.
- 2 Do a 5■minute meditation.

## Friday

*Mood:* Balanced ■

*Daily Summary:* Good mix of productivity and calm.

**Highlights:**

- 1 Finished all remaining tasks.
- 2 Ended week with gratitude list.

**Challenges:**

- 1 Some minor procrastination.

**Action Items:**

- 1 Review next week's goals.
- 2 Reward yourself with time off.