

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.