



**GOOD
DAY AT
WORK**

POWERED BY
robertsoncooper

My Challenge Journal

Your journal

We are so pleased you have decided to join the Good Day at Work Challenge, and if you use this journal, it will help you achieve the goal of creating more Good Days at Work.

About journalling

Journalling is simply writing down your thoughts and feelings to understand them more clearly; it has been described as 'mindfulness in motion'. Lots of research shows that journalling is highly effective when you want to make changes in your life, whatever that change may be. The reasons why it works so well are varied and many, but here are a few reasons why using this journal will help you achieve the goal of the challenge (and any other challenge you want to set yourself!):

- ✓ It encourages space from any negative thoughts
- ✓ It enables you to process your thoughts, feelings and how you go about doing things
- ✓ You can track your progress over time
- ✓ It helps make new behaviours a habit that sticks
- ✓ It helps you figure out your next steps

In this journal you will find additional questions and support to help you get going with journalling, and using it as you go through the tasks and completing the prompts we have set you means you are maximising your chances of more Good Days at Work.

A reminder of your Good Day at Work Challenge

The challenge is simple. We want you to complete four tasks, one in each of the component areas of a Good Day at Work to see if you can increase the number of Good Days at Work you are having. Remember that despite the working environment you may have, there is always an element of control that you have over how you experience it.

Here's how it works:

- You take the Good Day at Work questionnaire to generate your first Good Day at Work score www.gooddayatwork.co.uk/challenge
- You complete the four tasks we set you across the four areas of a Good Day at Work
- You use this journal throughout to track how the task was for you
- You take the Good Day at Work questionnaire again and find out if you were able to create more Good Days at Work

Hopefully by the end of this challenge, you will discover two things:

1. You have some control over how you experience your work
2. You can relatively quickly develop new habits that will make a difference to your wellbeing long-term

Challenge #1: Generating positive emotions

Good Day at Work component 1: Experiencing positive emotions



Confident, curious, amazed, inspired, satisfied, happy – whatever positive emotions you can create in a working day, even momentarily, will contribute to a Good Day at Work and this challenge is all about you taking some time to consciously do just that!

The challenge:

- Take 5-10 minutes and pro- actively take time out of your day and generate some positive emotions
- Positive emotions include joy, excitement, inspiration, amusement, love, awe, hope and gratitude

Our top tips to complete this challenge:

1. Overcome the feeling that you do not have 5 minutes to take out of your day because you are just too busy. You are not wasting time; you are ensuring you are on top of your game.
2. Plan what you are going to do for the challenge in this journal before you do it.
3. In this challenge, it is important to stay in the moment while you complete the task and really take in that positive emotion; acknowledge it and be mindful of how it feels.

Doing Challenge #1

List the things you currently do to generate some positive emotion. Simply, what do you enjoy?

Which one of these things are you going to do today for the challenge?

When are you going to do it? What exact time? How are you going to make it happen?

How was it doing the challenge and feeling some positive emotion? What was the positive emotion you generated?

Can you make taking five minutes to generate a positive emotion a habit you do every day?

Need some more inspiration?

- Article on the benefits of gratitude and the advantages of keeping a gratitude journal <https://positivepsychology.com/benefits-of-gratitude/>
- Dr Laurie Santos talks to Dr Hedy Kober about how to 'think yourself happy' <https://open.spotify.com/episode/3Ty1NUfCxqTVYEhopKFC>
- *'The How of Happiness: A Practical Guide to Getting the Life You Want'* book written by Sonja Lyubomirsky (Professor of Psychology at the University of California)

Challenge #2: To get a difficult task done

Good Day at Work component 2: Achieving tasks



It may sound like your ideal scenario to be able to laze around all day at work, but when it comes to having a Good Day at Work, almost everyone wants to check off the tasks on their To-Do list. When we feel like we have achieved our tasks, it gives us a tremendous sense of satisfaction, and this challenge is set to support you in getting that sense of satisfaction.

The challenge:

- Review your to-do list and find something in there that feels hard and you have been putting off doing (which is probably causing you some stress!)
- Set aside 'just 10 minutes' and use this technique to get yourself going on the task and see where it leaves you

Our top tips to complete this challenge:

1. Be brutal with the task you choose to take on for this challenge; choose the one which you really don't want to do.
2. Do not set aside more than 10 minutes. Your goal is only to 'get going'.
3. Set a timer for the 10 minutes and turn everything else off for the entire 10 minutes.

Doing Challenge #2

What is the task you are going to tackle?

How do you feel about doing this task?

When are you going to do your 'just 10 minutes' on this task?

Do you have everything else turned off and distractions minimised?

How did it feel setting off the timer and diving into the task?

How far into the task did you get?

How do you feel about the task now you have done 'just 10 minutes'?

Need some more inspiration to tackle procrastination?

- Dr Chatterjee talks to James Clear about how to build good habits <https://drchatterjee.com/how-to-build-good-habits-and-break-bad-ones-with-james-clear/>
- The Ten Minute Technique to beat procrastination <https://www.omaritani.com/blog/10-minute-rule-to-beat-procrastination#:~:text=The%2010%2DMinute%20Rule%3A%20How%20it%20Works%EF%BB%BF&text=Sit%20down%20and%20do%20the,will%20decide%20to%20keep%20going.>
- Jay Shetty shares 8 strategies to remove distractions to improve focus and productivity <https://open.spotify.com/episode/21MsiFkyXxA48VPK3uLipJ?si=f752822ee1214c89>
- A short video on the science-based mental strategy called WOOP (Wish, Outcome, Obstacles, Plan) by psychologist Gabriele Oettingen that can help you achieve your goals - https://vimeo.com/262725875?embedded=true&source=vimeo_logo&owner=83189034

Challenge #3: Strengthen your work relationships

Good Day at Work component 3: Feeling connected



When you have developed a meaningful connection with your team, your colleagues or even your customers, where you can express ideas, be yourself and feel accepted, more Good Days at Work will follow and this challenge is all about pro-actively thinking about ways in which you can strengthen your social bonds at work.

The challenge:

- Think of a colleague who you think you would get on with but perhaps don't have a strong bond with currently
- Identify a way in which you can start to build a positive, open and fulfilling working relationship with
- Think of an appropriate way in which to actively build on that relationship and take some action today to strengthen that bond

Our top tips to complete this challenge:

1. Don't under-estimate how important it is to have 'buddies' and friends at work.
2. Keep it appropriate by maintaining work boundaries but find the sweet spot where you are being yourself and embracing the vulnerability involved in building good and open work relationships.
3. Remember that everyone, everywhere, wants good social bonds; it is part of being human.

Doing Challenge #3

Who is someone who you think you would get on with, but you haven't had the opportunity to get to know properly?

How do you interact with them currently?

What would be an appropriate 'new' interaction with this person?

What action will you take to start strengthening that bond? When? How?

How do you feel about taking a step to strengthen that relationship?

How did it go? What were you feeling?

What will you do to continue building the relationship further?

Need some more inspiration?

- Bene Brown - The power of vulnerability
https://www.ted.com/talks/brene_brown_the_power_of_vulnerability?referrer=playlist-how_to_sustain_meaningful_relationships_near_and_far&autoplay=true
- 'How to Win Friends and Influence People' book written by Dale Carnegie
- Friendships at work
https://greatergood.berkeley.edu/article/item/are_work_friendships_a_good_thing

Challenge #4: Find the meaning in your work

Good Day at Work component 4: Performing meaningful work



Monotonous tasks can be a part of many jobs and we can't necessarily eliminate those entirely, however when at least some of the tasks we complete contribute positively to something bigger, then we are heading for more Good Days at Work. This challenge is all about re-discovering and reinforcing in your mind the purpose of your role.

The challenge:

- Set out, specifically and objectively, the meaning and purpose of your current job by completing the questions below so you are clear about why you get out of bed in the morning to do your job

Our top tips to complete this challenge:

1. Keep an open mind as you work through the prompting questions. You may feel like your job is pointless, but it *will* be serving some purpose in some way – you just need to find it!
2. If you have real trouble in finding the purpose of your job, talk to colleagues, family and friends. They often give new and objective perspectives that set out how you make the difference.
3. Keep coming back to the questions we have asked you below, once you start to think about it some more, you'll start to uncover more and more ways in which your job has meaning and purpose.

Doing Challenge #4

Think back to when you first saw the advertisement for your job – what was it that attracted you to apply for it?

Does that still stand? If so, translate that into why you continue to do your job and remind yourself of the purpose

If not, let's take the work you are doing and start breaking down where your purpose lies right now. We do this by looking at the multiple layers of purpose – with a little thought and discernment, you should be able to populate all the layers and eventually articulate your purpose.

Layer 1: Your Unique Contribution

What are the things that you and only you do in your job? What are your strengths?

Examples:

"I am the one people rely on when there is a difficult customer"

"I am the 'go-to' for Excel spreadsheets"

"I am the person who keeps projects on track"

"I am the person who can cheer everyone up and make them laugh"

Layer 2: The Collective Contribution you make

How do your strengths help those around you in your business?
What does it mean to your team to have you as part of it?

Examples:

"I know that my team feel they can rely on me to meet the project deadlines"

"I know my positive attitude helps my team and overall business to get through the tough times"

"I value making a contribution to my team as I see we achieve great things, even if it feels hard sometimes"

Layer 3: Wider Society Benefits

What is it that your personal and collective effort means to wider society? Who benefits from what you do as an individual, a team and a business?

Hints:

*What is the core mission of your business?
Who does your business or organisation serve?
How does your team contribute to this?
What would happen if your team did not exist?*

Now you have completed the prompts, what have you discovered about your job? Does it have some meaning and purpose? What is it? Summarise what you have found here:

Need some more inspiration?

- Simon Sinek – Golden Circle, with ‘why’ at the heart
https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action
- Philosopher Ruth Chang talks about how to make hard choices
https://www.ted.com/talks/ruth_chang_how_to_make_hard_choices?language=en
- An exercise on ‘life crafting’ – identifying your goals to help hone your sense of purpose
https://gqia.berkeley.edu/practice/life_crafting?_ga=2.200392109.2093678009.1660898068-131804419.1659515489



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