

## Daily Work Progress Journal

Week of: \_\_\_\_\_

---

*Monday*

---

*Tuesday*

---

*Wednesday*

---

*Thursday*

---

*Friday*

---

*Saturday*

---

*Sunday*

## Tips

Recognizing incremental progress is important to help us stay engaged, find purpose, and maintain our mental well-being.<sup>i</sup>

- Add whatever accomplishments to this list that are meaningful to you.
- Consider all types of progress- especially the small things. Examples:
  - *Getting help from a colleague*
  - *Submitting documentation*
  - *Having an important conversation with a colleague*
  - *Reviewing a new report or resource.*
  - *Proposed a new strategy to your team.*
- Jot down a few things each day. Use this sheet or a journal or notebook.
- Complete the end of week reflection.

## End of Week Reflection

---

*How do you feel about your accomplishments this week?*

---

*How did this exercise influence your perspective on the workweek?*

---

*How has this practice influenced your work?*

---

[Amabile, T. Kramer, S. \(2007\). Inner work life: understanding the subtext of business performance. Harvard Business Review. May;85\(5\)72-83,144. Accessed on September 9, 2020](#)<sup>i</sup>