

Guidelines for Daily Journaling

As a starting point for your own journaling, we suggest trying to answer the following questions at the end of each day:

- What event stands out in my mind from the workday, and how did it affect my inner work life?
- What progress did I make today and how did it affect my inner work life?
- What nourishers and catalysts supported me and my work today? How can I sustain them tomorrow?
- What one thing can I do to make progress on important work tomorrow?
- What setbacks did I have today, and how did they affect my inner work life? What can I learn from them?
- What toxins and inhibitors impacted me and my work today? How can I weaken or avoid them tomorrow?
- Did I affect my colleagues' inner work lives positively today? How might I do so tomorrow?

From *The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work*, by Teresa Amabile and Steven Kramer, Harvard Business Review Press, 2011, p. 189.