

## Diving into your diary

Regardless of how you feel about work, your diary reflects the reality of what you spend time on, who you work with and how you are managing your impact.

If we leave our diaries to chance, or if they feel out of our control, we risk repeating unhelpful patterns. Looking at your diary differently can reveal useful insights for your development and help you make better decisions about your work.

## Coach yourself question

Looking at your diary for the next week, what are 3 things that you notice?

## Ideas for action

### 1. Relook at your priorities

Write down your top 3 work priorities.

Priorities:	% time:
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Look at last week and next week and use the data in your diary to document what % of time are you spending on each of your priorities.

🔗 *What could you stop, delegate or delay to create more space for your priorities?*

### 2. Reflect on your people

Look at your diary over the last month and make a note of:

- 🔗 *What % of time is spent with people beyond your day job?*
- 🔗 *What % of time is spent with internal vs. external people?*
- 🔗 *What % of time is spent on your own?*

Use data from your diary to reflect on whether you have the right balance for right now.

To make a change, consider:

- 🔗 Getting a new mentor = insight beyond day job
- 🔗 Extend an invite = new reason to connect
- 🔗 Meeting for you = more solo time for focused work

### 3. Recreate your boundaries

Write down the work/life boundaries that matter most to you.

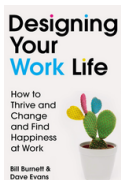
Look at your diary to learn how often your boundaries get broken and why.

Name your boundaries and block them out in your diary.

Top tips to make them stick:

- 🔗 Colour coding can help to make them stand out and make you more conscious of compromising them.
- 🔗 Discuss your boundaries with the people who are most likely to create a conflict.
- 🔗 Explain the importance of your boundaries and ask for support in protecting them.

## Recommended resources



**Designing Your Work Life:** How to thrive and change and find happiness at work by Bill Burnett and Dave Evans



Short video on making decisions vs. acting on duty from [School of Life](#).



Helen and Sarah deep dive into boundaries on [episode 121](#) of the Squiggly Careers podcast.