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.¹

- 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?