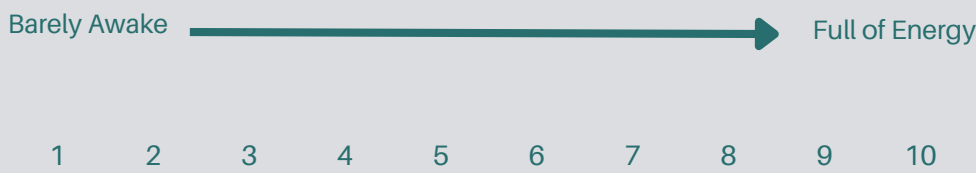


WORKSHEET: REFLECTING ON SUSTAINABLE WORK



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1. How would you rate your energy right now?



2. What signs tend to alert you to the fact that you might be working unsustainably?

The way you feel physically:

The way you think and behave:

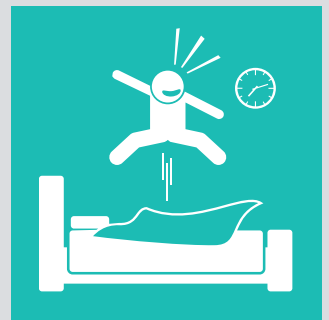
Changes in quality / quantity of your work:



3. Give examples of things that boost your workday energy:

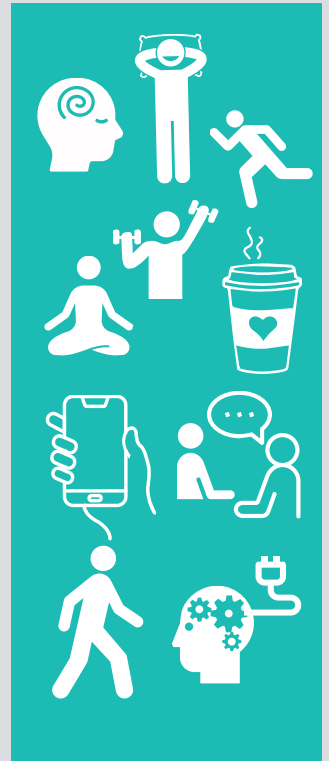


4. Give examples of things that drain your workday energy:

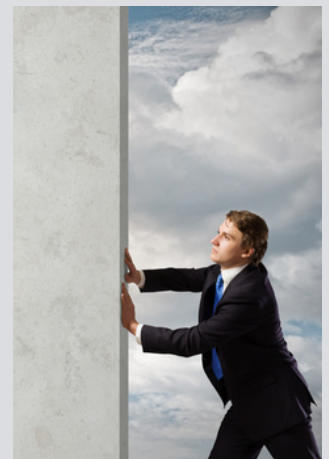


5. Which of the following do you personally consider suitable for taking a break during working hours?

- Short coffee / tea breaks (away from desk)
- Chatting to colleagues (not about work)
- Scrolling / social media
- Having a work out
- Yoga / meditation / mindfulness
- Taking a nap
- Doing nothing for a while / daydreaming
- Doing a puzzle or learning activity
- Going outside for a walk
- Going for a run
- Other:



6. Think of a time in the past when you needed to rest but didn't. What were your reasons?

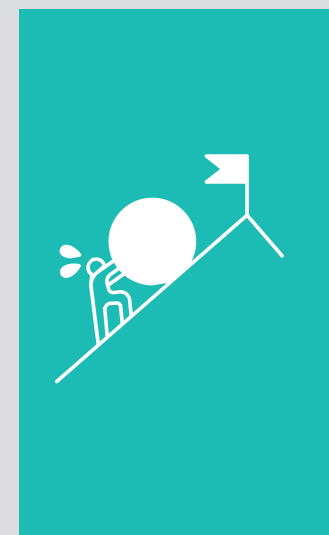


7. Which aspects of time, energy and task management are within your own personal control?

Time Management:

Energy Management:

Task Management:



8. What strategies could you try out to help you to better balance workday challenges with recovery?

Blank white space for writing answers to question 8.



9. What would leisure look like for you if you could design your ideal working life?

Blank white space for writing answers to question 9.



10. What cues could you use to 'nudge' you into moving during your work days?

Blank white space for writing answers to question 10.



Taking Action:

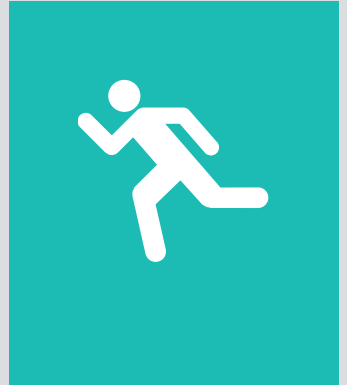
Reflecting back on all the answers that you gave in this worksheet: Consider 1 - 3 strategies that would be the most beneficial for you to try out in your workdays as a way of working in a more sustainable manner. Start small and make sure your strategies are easy and quick so that it's realistic to include them in a busy day.

Strategy One:

Strategy Two:

Strategy Three:

Decide upon a review date (in 3-4 week's time) & write it here:



Mark your agenda on the above date as a time to review your strategies

Reviewing your strategies:

Consider the following

- Were you able to incorporate your strategies?
- If yes, were they successful? What impact did they have on your energy? How do you plan to keep them?
- If no, consider why they didn't work out. Review your answers above and consider what alternative strategies you could try.

Write your reflections below: