



Checklist for daily progress

Progress	Setback
<p>In short, describe 1 - 2 events today that indicated either or small progress or a potential breakthrough.</p>	<p>In short, describe 1 - 2 events today that indicated either a minor setback or a potential crisis.</p>
Catalysts	Inhibitors
<ul style="list-style-type: none"> • Did I have clear short- and long-term goals for <u>meaningful</u> work? • Did I have <u>self-management</u> to the degree that I could solve problems and take ownership? • Did I have the <u>ressources</u> available that I needed to move on effectively? • Did I have enough time to focus on <u>meaningful</u> work? • Did I <u>help</u> myself, and did I actively ask for help, when I needed it? Did I help and did I offer my help to my colleagues? • Did I talk to my colleagues about what I/we could learn from today's successes and problems? • Did I make sure that my and others' ideas were allowed to be discussed? 	<ul style="list-style-type: none"> • Did any confusion about short- and long-term goals for <u>meaningful</u> work occur? • Was I prevented from <u>independently</u> solving problems and taking ownership? • Did I lack the necessary ressources to move on effectively? • Did I have enough time to focus on <u>meaningful</u> work? • Did I, or others, fail to help - either when asked or unsolicited? • Did I punish myself for making mistakes, or did I forget to appreciate the possibilities in or the learnings of problems and successes? • Did I, or others, shut down the possibility to discuss are ideas too soon?
Starters	Stoppers
<ul style="list-style-type: none"> • Did I show self-respect, and did I recognize my contribution til the progress? Did I pay attention to my ideas, and did I treat others as professionals that I have faith in? • Did I encourage myself or others that were challenged? • Did I support myself or colleagues that faced professional or personal problems? • Is there a personal and professional strong contact and friendship between me and my colleagues/ bosses/co-workers? 	<ul style="list-style-type: none"> • Was I disrespectful towards myself and my values? Did I fail to give myself recognition of my contribution to the progress? Was I inattentive of my or other people's ideas, and did I fail to treat others as professionals that I trust? • Did I in any way disencourage or stop initiatives from myself or my colleagues? • Did I ignore my own personal or professional problems, and did I miss my colleagues' problems? • Is there any tension or hostility between colleagues/bosses/co-workers and me?
Inner worklife	
<p>Were there any indications of the quality of my inner worklife today?</p> <ul style="list-style-type: none"> • The perception of the work, the team, management, and the company? • Emotions expressed directly or indirectly? • Motivation? <p>Which specific events affected my inner worklife today?</p>	
Action plan	
<p>What can I do tomorrow to strengthen the current catalysts and starters and develop those that are missing?</p>	<p>What can I do tomorrow to remove the inhibitors and stoppers I discovered today?</p>