Default Report
*Managing work and leisure in the digital age: A practice exploration of digital work - P11*
**July 20th 2021, 12:41 am MDT**

**Q4 - Tell us about what work activities you engaged in today.**

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| Tell us about what work activities you engaged in today. |
| Emails, website management, meeting |
| Report writing, emails and website development |
| Developing a consulting report, working on my website, checking and responding to some work emails while being on holiday  |
| A range of activities. I was a day at the office for a full day workshop. The activities focused around actively participating in the workshop so I focused on that. I used the breaks to get some emails done. I continued working on emails a bit in the evening after dinner. |
| A range of activities, working on a consulting report, doing some administrative work, some grading and two business calls, as well as emails all day long inbetween. |
| Today is Saturday, which means in theory weekend and a day off for me from my full time work. Because I also do other consulting work on top of it, I often work on Saturdays for my business but also the university and again flexibly combine them again. This morning I started with some light activities, packaging boxes I need to finish for a conference. I did this while drinking my breakfast coffee. In the afternoon, I was working again on a publication that required me to focus and I set a few hours in the afternoon aside, working on the terrace. I did not write any emails / Whatsapp or other messages today. I generally do not on weekends. First I dont want to write to others and dont want to receive any messages. The more I send out, the more I get. So I try to be mindful and always 'detox' from emails and communications on the weekend with any colleagues. So I get a social rest and not talk to anyone. So I use the weekend often to catch up on important my tasks, e.g. writing, planning, strategy, bills, preparing for the next week. So high quality tasks usually. |
| I was working an a range of tasks today. Tasks relating to my job at the university, tasks relating to my freelance consulting business. Today was a busy day as I am going on holiday soon, so I was trying to finalise and multi tasks a lot of different activities in different areas. I did work on university tasks in the morning, mostly some administrative tasks that need to be done. Then I was working on a book chapter and a handbook after lunch. In the afternoon I was also working on my personal website and doing an accounting call and other private emails that required urgent responses in the meantime. Trying to manage work and life all at once.  |

**Q5 - Tell us about where you engaged in work activities today.**

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| Tell us about where you engaged in work activities today. |
| Home office  |
| Train  |
| At home in my living room  |
| At the office and at home |
| From home - in my living room  |
| I worked in my home office, living room and terrace. These areas feel more leisurely on the weekend to me, rather than sitting in my home office. |
| I worked from home today. I have my house with a garden and a dedicated home office. While I use the home office mostly to do focused work and take long meeting calls, in the summer, I try to diversify my work space even in the house. Today I worked in the living room and on the terrace as it was nice weather outside. It feels a bit more relaxed and if I dont have to do long virtual calls and meetings, I find it sometimes more relaxing to move work spaces based on my mood. So I was sitting outside on the terrace in comfortable clothes to enjoy the nature and work at the laptop. |

**Q6 - Tell us about when you engaged in work activities today.**

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| Tell us about when you engaged in work activities today. |
| All day long  |
| In the morning 3 hours on the train while to the airport to my holiday  |
| In the morning after breakfast, as I worked only half day until lunch time, when I started house chores and did some gardening in the afternoon. I am officially on holiday from my main work, so half/day work was for my self employed activities. |
| All day from morning to evening |
| I started working at around 9am and have been working until now 8.30pm |
| I worked in the morning and afternoon.  |
| I got up and started working after a short breakfast. The workday started at 9am and then continued all day until around 6pm. I took a bit of a lunch break, in which I did some cooking and house chores while I was cooking and then went outside on the terrace to relax a bit after lunch to have energy for the afternoon. I was at home all day but varied my places of work in the house based on mood and flow. Since I did only take two short calls, I could take them from anywhere, and did not disturb my husband in the house. We have stricter rules in place when it comes to work / long calls to taken place in our home offices only, to not disturb the free time space in the remaining house for the other person. |

**Q7 - Tell us about how you felt in your work activities today.**

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| Tell us about how you felt in your work activities today. |
| It was a good productive working day with a balance of work tasks and few meetings so I could get some focused creation work done |
| I was on getting things done before the vacation mode today, which means clearing emails and sending information to the web developer so they can continue their work while I am semi offline for a week |
| I felt ok doing my work, but the report I have to finish on a deadline is making me a bit nervous. The website also needs to get done over the summer but I enjoy the activity. Emails I am ambivalent about, as I am officially on holiday so I feel I should not process them, but sometimes I have time inbetween and I dont mind. At the same time I feel, if I dedicate time to the easy tasks that I use just to often when I procastrinate the heavy lifting tasks (e.g. writing papers, reports) then I use all my holiday time for my main work, and my self employed work keeps getting postponed.  |
| As the workshop required physical attendance, the day was spent less in front of the screen as usual. Having a social meeting / workshop with 20 people was still quite energy consuming, engaging with many people after a long pandemic time at home, so it is quite unusal. In the workshop I had to focus so I could not multi task on emails and other small tasks as I often do during Zoom meetings calls. I realised that the physical meetings are/feel less productive as other things have to wait. In the evening I felt rather tired. |
| It was an ok day with varying energy levels depending on the tasks I had to do. Some tasks I was not too enthusiastic to do, so these felt rather slow and unproductive, but necessary to get done. |
| As it is the weekend, I am quite flexibly and happy with any work that I do and feel less pressure than during the week that I must work and must be productive at all times. Everything I do on the weekend is a bonus so to say and I feel like I am catching up progress with anything I do. It was a good balanced day today. |
| I was not in a very good flow towards lunch time, so I stopped working on focused on cooking and cleaning at home instead which gave me a sense of productivity. I was flexibly working on multiple tasks as they came in and which ones I felt like doing. I work on multiple jobs, so I don't have strict rules in place which I do when. I go with the flow and decide which task I have energy for in a specific moment and then do that. This allows me to flexibly shift. Sometimes I feel creative and focused then I can do sophisticated writing tasks, other times, when energy is low or not in creation mode, just get all the administrative work done.  |

**Q8 - Tell us about with whom you engaged in your work activities today.**

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| Tell us about with whom you engaged in your work activities today. |
| Working mostly alone, one meeting  |
| Alone in the train and connecting with a few people via email  |
| Alone and with my husband who also helped with professional advice on activities. |
| With around 20 colleagues at work from my department. Several colleagues globally via email  |
| I engaged with several people via email, and had 2 calls. |
| I did not on purpose engage with anyone else. No social contacts, just my own work. |
| I was physically in the house with my husband, and I shared social activities with several colleagues with whom I was in touch via email, Teams, Zoom, Whatsapp, phone. I did not have any face to face or social meetings today.  |

**Q9 - Tell us about what devices, applications, tools and platforms you used in work activities today.**

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| Tell us about what devices, applications, tools and platforms you used in work activities today. |
| Computer and phone, emails app, Canva, Wordpress, Zoom  |
| Laptop and phone  |
| Laptop, phone, Canva, Wordpress |
| I used the computer to work on a presentation, write emails, I used the phone to check emails, check social media |
| Mac laptop to work on the report and take the calls, phone for checking my emails, Canva for the report. Google hangout for a call and MS Teams for another call. |
| I used my laptop and my phone as devices. I used word document to write, Instagram to check social media, a translator app to help with writing. I took my phone to take pictures of the boxes I was packing to prepare a Insta Reels story for that in the next days. I asked my husband to help me with that, as a lot of times social media production activities need a second person / tripod to get the best angle to take a picture or a video. |
| I was working on all tasks on my laptop and on my phone. The laptop I use for all tasks where I need a bigger screen or my keyboard to type fast, for example emails and long texts and formatting (book chapter and a new handbook) I was working on. The phone I used to take a business phone, communicate with my colleagues on Whatsapp and manage my private and freelance social media channels (Instagram). Platforms I used today are my Mail programme, Zoom for a meeting, Teams to communicate with colleagues, and Whatsapp, plus Facebook, Instagram, Linkedin for social media. I also did work on my personal website. |

**Q11 - Tell us about what free time and leisure activities you engaged in today.**

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| Tell us about what free time and leisure activities you engaged in today. |
| Free time during lunch when cooking and a bit of relaxing after lunch outdoors and then in the evening Netflix  |
| Half day was free time with a flight and arriving at my holiday  |
| I was doing house work, including cleaning and cooking, and then gardening which I consider a leisure activity. Social media and news on the phone all day inbetween. Netflix time in the evening.  |
| I did have some free time for lunch together with my colleagues. I had some free time in the evening to watch TV. |
| I had some free time in the morning during breakfast and was sitting on the terrace to get the day started. I also took some time in the afternoon when I did not feel productive to get 30 minutes rest outside to reset and re-energise. |
| I did have some free time today in the late afternoon, when I felt I did not want to work on the book chapter anymore and just enjoy the weather. So I went to do some gardening. Gardening is meditating for me, so I enjoyed that. |
| I had free time in the morning for breakfast when I got up and had a coffee. I had 1.5 hours lunch time for cooking and house chores and took the evening off, when I did watch some TV/football and used Duolingo to so some language learning excercises. I also watch social media mostly Instagram all day long always in-between so this may be considered a leisure and work activity, for me it is always both.  |

**Q12 - Tell us about where you engaged in free time and leisure activities today.**

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| Tell us about where you engaged in free time and leisure activities today. |
| At home  |
| Airport and destination |
| At my house  |
| A short 1 hour break for lunch at work, stayed inside the building and was doing my emails still in the break. I notice when I work from home, I always go outside and sit on the terrace, and at work I go from the office to lunch and back to the office as it is too much effort leaving the building. I felt this is missing at work. |
| At home inside and outside the house  |
| At home all day. |
|  I was at home today all day. Free time was on the terrace for some relaxing after lunch and on the couch to watch TV. |

**Q13 - Tell us about when you engaged in free time and leisure activities today.**

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| Tell us about when you engaged in free time and leisure activities today. |
| At lunch and in the evening  |
| In the afternoon, as soon as I arrived at the airport it was the start of the holidays, so no more active working  |
| In the afternoon, after doing some work in the morning. My work leisure time was clearly split in half days and no interference of one into the other. |
| Most free time of quality in the evening  |
| In the morning, during lunch time, in the afternoon, and in the evening after finishing this diary. |
| In the late afternoon and I also took some time during lunch time to cook. This is not leisure time but a house chore for me, which I feel like often I have to do, but I would not consider this a leisure/free time activity which always gives me joy or feel I can relax. |
| A bit after lunch, and then again in the evening. It was a real evening off today, as I did not work late, which I often do next to watching TV. So I just enjoyed the football game and did not work at the same time. |

**Q14 - Tell us about how you felt in your free time and leisure activities today.**

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| Tell us about how you felt in your free time and leisure activities today. |
| It was a rather focused working day, so I did not have a long period of free time for leisure activities, but enough to feel charged and energised to work  |
| Good and anticipating a good vacation time |
| The afternoon was nice and since I am on holiday and have an out of office email responder, I feel it helps a lot that I dont have the pressure to respond to emails if I dont feel like it. I dont mind checking emails but some require responses, so having an OOO responder lifts the pressure for a timely response so I can get back to people whenever I want. |
| Lunch was not really free time just a short energy break. Free time in the evening I was cooking and watching TV and falling asleep while watching TV. It was an exhausting day so I felt positive overall but also a bit tired. |
| Leisure time was rather short today as it was a dedicated work day and I have lots of deadlines and projects to get wrapped up and done before the holidays. The free time breaks just served as short energy boosts for the purpose of being more productive at work. I did have some off work time, e.g. for cooking and eating but this also felt like a bit like home chores rather than relaxing off time. |
| I did nothing special today in the sense that I did not leave the house or go on any trips. I had an overall good relaxing and balanced day with some work and relaxing time. |
| The work day was quite good and it was a good balance of a range of lots of different things.  |

**Q15 - Tell us about with whom you spent your free time and leisure today.**

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| Tell us about with whom you spent your free time and leisure today. |
| Alone and with my husband  |
| My husband  |
| Alone, with my husband and I saw my parents and aunt shortly  |
| Alone and with my husband  |
| My husband  |
| I spent the free time with my husband in the afternoon gardening and watching football in the evening. |
| My husband  |

**Q16 - Tell us about what devices, applications, tools and platforms you used in your free time and leisure activities today.**

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| Tell us about what devices, applications, tools and platforms you used in your free time and leisure activities today. |
| TV and phone  |
| Just the phone to check social media, and use my vaccination app and ticket app  |
| Just my phone to send a few private Whatsapp messages and check social media and newspaper on the app. Netflix in the evening. |
| TV and phone for social media  |
| My free time was mostly off any devices. I only used my phone for checking social media Instagram and the news. |
| I did not use much technology for my free time. I just used the phone for social media like I always do. And I used my Duolingo app and my newspaper app. As I am travelling next week, I also did a few chores relating to organise my trip, which means downloading a vaccination app.  |
| TV, Duolingo app, newspaper app, Instagram app.  |

**Q17 - Think of your day as a continuous series of situations.

Tell us some examples about how you combined or separated your work and free time or leisure activities in different situations.

Tell us also some examples about how you switched between work and free time or leisure.

You can discuss planned or unpredicted situations.

When applicable please indicate in your examples:

 what did you do, say, think and/or feel in the situation
 the time and place in which the situation occurred
 which people were involved in the situation
 the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms)**

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 which people were involved in the situation
 the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms) |
| Today was rather a work dominated day with little free time only in between. It was the first day back to work to my full employment after a week of holiday. I was working on emails and processing my website tasks which required me focused content writing. I still have an out of office email responder active until September, which gives me a great protection shield over the summer not to spend all day responding to emails and communicating to people do not expect an answer from me. This helps a lot to be able to have a few summer weeks of uninterrupted work time to get high focus work, e.g. writing, done. So the impression that I am still on holiday works well. I used social media applications and news applications in between my work day and in the evening, I was working, because I still felt very productive and in a good writing flow (probably due to the caffeine), so I was continuing working on my laptop, while passively watching Netflix at the same time. I did only have one short online meeting, which is was good for me, because days with lots of meetings take me out of my creative flow, and it is a priority to have productive creative time.  |
| Today was a first holiday day but I choose to combine it with work and use the train journey time as a last minute get work done window. I feel productive working on trains so I used this time to not let it go to waste and instead work and then switch off mentally and go on holiday mode. The train has good seats and wifi connection so it makes work easy and I always find it a good work place. After 3 hours of productive work I felt I could switch and go into a well deserved holiday mode and just focus on that. As I am always doing both employed and self employed work, nowadays I feel as though even I am off work at my main work, I still have to be reachable for my self employed activities, and for that I have yet to find a mode to be out of office, as I feel I cannot go completely offline anytime and they do expect a response. |
| Today was rather clearly separated, with half a day dedicated to work and half a day dedicated to leisure. The fact that I am OOO officially, helps me feel productive even if I do half day work. At the same time, I take many holiday days throughout the year to do my self employed activities, and as a result have very few actual relaxing days to restore energy. Plus I also check work emails mostly on holidays although I dont have to, so I feel mentally always connected. The only time I did not engage in work activities was a few years ago when going on a digital detox holiday in an offline mountainous region. Since then most of the time I feel I keep engaging in work, I dont mind it too much or I am just used to it. The OOO helps me a lot to create peace of mind, as I put 1.5 months email responder in, so I have the summer as a breathing space to focus on my more important work tasks, such as writing and reading, which I can often not do in long stretches during the year. |
| The lunch break is an interesting example to see a difference between lunch at home and at work. At home I cook, eat and go outside or take a power nap. At work I go to the cantine, sit down, eat fast, get a coffee and go back to the office. I dont take the whole 30 minutes or 1 hour to take a conscious lunch break or power nap or have comfortable furniture to chill for a moment. The consequence is I go back to my desk and work at the laptop while drinking my coffee. I could also talk to my colleagues, but often it feels unproductive as a long list of tasks / emails is waiting.  |
| Today it was a day of mostly work, almost 12 hours, with a few free time energy boost sessions inbetween. I used my leisure time mostly to boost work productivity,e.g. making a coffee, sitting outside on the terrace and enjoying the sun. While I usually do not take last minute short calls, I got the request for a short call from a student at 7.30pm, so I agreed unusually to take this call, as it just fitted in and did not disturb my work flow too much. There were a few tasks that I felt were dragging along, so I found myself switching to faster tasks, e.g. writing emails and doing admin work, rather than getting the report done, which should be finished.  |
| It was a weekend day and I combined work and free time. Percentage wise I would say 60% free, 40% work. As my husband also works on weekends for his business, he does not mind me working and we dont have kids to take care of. I have a lot of freedom on the weekend to work as I please and feel like and can work when I feel like it. We share each morning a plan of our work schedules, so we know about each others work days and when to meet for lunch / dinner, or when we do something together. This works well as it creates a good structure for family and work life and everyone can say what they want / need to do on a given day. This is especially important when the home/house is the main work place/home office. When a work office usually gives a structure of a work day, it is now us, who create together our ideal structure. Otherwise no interruptions that were unplanned, and no social engagement with colleagues, which is important to me to recharge on the weekend and just focus on my self and my important tasks.  |
| My day was a combination of work and free time but I had quite clear blocks of dedicated time for each area. I switched earlier to lunch free time as expected, as I did not feel productive or in work flow. This helped me not to waste time as I did often in the office in the past, because at home chores are waiting, so I could get these done, when my mind was not super focused. Working from home allows flexibly switching. I usually like to schedule all my meetings and calls, today I had one phone call coming in, which I took in the middle of other work. It was an important call, so it was ok, but with phone calls I am rather hesitant to take them as they drop me often out of the activities I am doing which require me long time to establish focus and then keep the focus, e.g. writing. So I try to avoid any interruptions of where my mind has to engage in thinking about or solving other problems. I always have my Instagram and social media channels on, I use them in micro breaks inbetween every half an hour I would say, just to get a bit of off time inbetween. This does not disturb me, but sometimes I get new interesting information which suddenly takes me in a different direction and I end up doing a task I did not plan to do because of that incoming information. So I try also to be focusing on what I had planned myself to do on a certain day.  |