Default Report
*Managing work and leisure in the digital age: A practice exploration of digital work - P15*
**July 20th 2021, 12:43 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. |
| Note: This is my digital diary entry of Sunday, July 19th. |
| No work activities today. I had a day off.  |
| Legal translation
Proofreading |
| Writing post ideas and the copywriting of my posts and videos for social media |
| Today I worked on a long-term project together with my boyfriend. We are working on a YouTube fitness/lifestyle channel and filmed different workout videos. We prepared the workouts, filmed them, and later on edited the videos. |
| Subtitling and proofreading. I made subtitles for a Dutch documentary and did proofreading for some other video materials. I also sent out my CV to two new potential clients that contacted me via LinkedIn. |
| Today I spent most of my time networking on LinkedIn as my previous post had a lot of comments and engagement in general. I talked with two new potential clients about future possible work activities. Also, I created a lot of content for my socials (pictures, videos, copywriting for my posts). After I finished this part, I made subtitles for a Dutch series named 'Bed and Breakfast'. |

**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 in the kitchen |
| I worked in the apartment and on the balcony of our apartment. |
| In the car and on the balcony of our apartment |
| On the balcony of our apartment and on the Ksamil islands. |
| I did all my work in the living room of my apartment. |
| I worked outside in the garden of the hotel in Greece where I am staying right now. There is a big restaurant outside next to a pool in the shadow where it is very quiet. I have been working here all morning and afternoon without getting bothered by anyone.  |

**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. |
| In the afternoon hours after lunch. Around 16pm until 19pm. |
| Early in the morning until the afternoon, from 8:00 till 15:00 |
| Early in the morning about 7-10AM and in the evening hours only a little about one hour around 8PM |
| From 10:00 till 18:00 with lots of breaks in between because of the high temperatures and sun. |
| I worked in the morning hours and a little bit in the afternoon. I finished my job at 5 pm. |
| I worked from 7:00 till 12:00 and from 13:00 to 14:00. |

**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. |
| I felt great. I knew I didn't have much work to do and that it was mainly preparing and planning for the coming week so I felt relaxed. I really like to be organized and have everything planned ahead so these work activities were fun for me. |
| Supermotivated and interested. I felt eager to learn new translations and translation combinations of legal terms. I always seek to improve myself and my skills and I think that legal translations are a great way to do so. |
| In the morning I felt great, fresh and ready to start off a new day. In the evening I was very tired and had not so much inspiration anymore so that’s why I did not work so long.  |
| Energetic, excited, and happy. |
| I felt quite relaxed and calm. I had no strict deadlines today so I enjoyed doing my work and wasn't rushing anything. |
| I felt great today. I am always very motivated on Mondays and excited to start a new week.  |

**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. |
| Alone, but with now and then asking my boyfriend for help or suggestions. |
| Most of the time alone. I asked my dad 2-3 times for help with some terminology but no more than that. |
| No one |
| Together with my boyfriend and two Albanian guys that joined us on the island and helped us filming. |
| No one, I worked alone today. |
| In the morning hours, I worked together with my boyfriend as we made pictures and videos for each other that we will use to promote our lifestyle as digital nomads. He also helped me with the copywriting of my posts by doing the lecturing part and improving the texts where possible. The subtitling work I did all by myself as this is a one-person freelance job.  |

**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. |
| I worked on my laptop. I used my Dell laptop and a Samsung monitor screen. Obviously my mouse and additional keypad. And my phone for messages, calling, etc. The apps I used were: Whatsapp, Facebook, Google Drive, LinkedIn, WeTransfer, Hotmail, Google Calender, and Google Chrome itself. |
| I worked on my laptop. I mainly used Word, Hotmail, Glosbe, Google Translate, Google Drive, Google Calender, and my phone + WhatsApp to call my dad. |
| Iphone: google drive & google keep, google calender, whatsapp, instagram, facebook.  |
| We mainly used our GoPro camera to film the videos. We used the selfie stick as well and other camera tools that we ordered together with the camera. After filming we connected the GoPro to our phones to improve the videos. We used Canva, Lightroom, and InShot for editing. |
| I used the subtitling program Spot, my Dell laptop, my additional keypad and mouse, and my iPhone.
Applications: Hotmail (Outlook), Gmail, Google Forms, Whatsapp, Facebook, Facebook Messenger, LinkedIn, Google, Instagram, Google Keep, Google Drive.
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| I worked on my laptop and used my iPhone quite often today. I used the following applications: Hotmail, Gmail, LinkedIn, WhatsApp, Facebook messenger, my iPhone camera, Canva, InShot, Grammarly, Grammar Check, Google docs and Google drive, and the subtitling program Spot. |

**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. |
| I walked the dog of my friends in the morning and combined this with a run and workout. I had lunch with my boyfriend's family and made a birthday cake. Also, I went for a drink in the evening hours. |
| Walking a friends dog, yoga workout, family lunch, walk at the beach, game night |
| Yoga practice. Swimming in the sea and chilling at the beach. Cooking dinner and having dinner together with my boyfriend. |
| Not so much, I only had free time in the evening when I did some sightseeing.  |
| Yoga, walk to the market, walk through the city center, dinner at a local restaurant, phone call with a friend |
| Yoga, working out, preparing lunch, video calling with my parents, walking through the city center and taking a swim at the beach, |
| This morning I practiced yoga for about 10 minutes. I also had lunch for one hour from noon until 1 pm. After finishing up my work today, I will go to the beach, go for a swim, and have a coffee there. In the evening hours, I will stroll through the city and maybe have dinner somewhere. |

**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. |
| I did the jogging in the park and close to the sea. The lunch was at a restaurant close to my apartment, called Mamma Mia. We had the cake at my apartment. I went for a drink at a beach bar. |
| I walked the dog in our neighborhood and had lunch at my boyfriends house. Game night at our apartment.  |
| I went to the beach in Kotor, Montenegro. The dinner I prepared in the kitchen of our room and we had dinner outside on the balcony of our room. |
| In Kotor, Montenegro |
| Yoga on the balcony of our apartment, the food market was only two blocks away, and the restaurant we had dinner at was close to the beach |
| At the apartment and at the beach in Ksamil (Albania). |
| Yoga: the balcony of my hotel room
Lunch: restaurant of the hotel
Coffee break and beach: Beach of Parga, Greece
Dinner: Restaurant in Parga, Greece |

**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. |
| Walking the dog: 8-10.
Preparing the cake: 10-12
Lunch: 13-15
Cake and coffee: 15-16
Beach bar: 20-21:30 |
| I walked in the afternoon after I had lunch. Lunch was around 13:00. After that I went for a big walk. Game night started at 20:00 and finished at 23:00.  |
| In the late afternoon, around 16:00. I came back from the beach around 19:00 and had dinner at 20:00. |
| 9-11 PM |
| I practiced yoga immediately after waking up, walked to buy groceries in the early morning around 8-9. We had dinner around 20:00 and I called with a friend of mine before I went to bed around 22:00. |
| In the late afternoon hours and in the evening. The only free time activity I did in the morning was practicing yoga. |
| I did my yoga session around 6:30 this morning. My lunch was from 12:00 till 13:00.
I will go to the beach around 15:00 and stay there until 18:00 or 19:00 and in the evening hours have dinner (20:00 till 22:00). |

**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. |
| I was superhappy to see my parents again and to prepare the birthday cake. Also, the early morning run made me feel very productive and gave me lots of energy for the rest of the day. |
| I felt very heartwarming and happy. The dog made me very happy today. Also we had a lot of fun at the family lunch where I had a great time. Game night was very relaxing.  |
| Satisfied but also lucky to live such a happy life. I had some me-time at the beach, I went for a long swim, read a few pages of my book 'How to be happy' and enjoyed an ice coffee at the beach. I can really enjoy life and feel proud during such moments after a hard day of work. |
| A little tired but also thankful. I was very happy to be in a new city again and was very impressed by all the architecture and stone buildings.  |
| Relaxed and calm, but also full of thoughts and ideas. I am quite an introverted person who likes to keep things for himself, but today I shared a lot of ideas with my boyfriend and friend I called with. I am most of the time full of energy and motivation when it comes to our YouTube channel so I think that explains why I was so happy today :) |
| Better than ever! It's my first time in Albania and I am really enjoying my free time here. I really feel like exploring the city and meeting new places and people.  |
| Pretty good. I really enjoy doing yoga in the mornings. It wakes up my body.
The best part of the day for me is the coffee break that I have almost every day around 16:00. I can really enjoy this moment to the fullest and this is a sort of reflection time for me where I feel very grateful for the life I am living right now. |

**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. |
| I went running with my boyfriend and had lunch with his family. His sister was celebrating her birthday. I spent the evening with my parents and boyfriend. |
| Lunch with my boyfriend, his parents, his sister and her family. Game night with my boyfriend and another couple.  |
| With my boyfriend Marin. |
| Together with my boyfriend Marin.  |
| I did yoga by myself and also went for a walk alone. I had dinner together with my boyfriend. Since we did most of our work today together, it was good to have some free time separate from each other. |
| I spent a part of my free time alone and during the evening hours, I was together with my boyfriend. Also, I called my parents today so I would say I spent time with them as well. |
| Together with my boyfriend. |

**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. |
| iPhone. Apps: Whatsapp, Facebook, LinkedIn, Canva, Camera, OTP Banka Banking, Google Calender, Instagram, Google Keep, Google Drive.
 |
| No laptop today, just my phone but also regularly. I used Google (Chrome), Whatsapp, Facebook, Instagram, Windy, Google Maps, Camera, InShot, Google Drive, LinkedIn and Google Translate.  |
| Mainly my phone. Apps: Whatsapp, Facebook, Instagram, InShot, Google Drive, Google Keep, LinkedIn, Canva, Weather app, App Store, Google Chrome, Files, Booking, Online Banking App (OTP Bank). |
| Mainly my camera to make pictures and videos. I did not use my phone a lot today. Apps: whatsapp, fb messenger, instagram, google, booking, weather app, google maps.  |
| Basically only my mobile phone. The applications I used were the ones I used most of the time: Hotmail, Instagram, Facebook (Messenger), LinkedIn, Google, and Canva. |
| Mainly my phone. The apps I used today are Whatsapp, Facebook, Linked In, Canva, my iPhone camera, Instagram, Booking, Google Keep. And Go Pro camera as well. |
| I try to use my phone as little as possible during my time off from work. Today, I only used my iPhone. Applications: Whatsapp, Facebook, LinkedIn, Canva, Camera, Google Calender, Instagram, Google Keep, Google Drive. |

**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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| Today it was a little unpredicted that I would work. I had no plans for the afternoon and after we celebrated the birthday I had a little "gap" before I would see my parents and decided to get some work done. I just turned on my laptop and start doing different things, which occurred around 16:00. Time flew by and actually I would have worked more if I had the time. No one was involved in the situation. After I finished, I was proud that I had worked on Sunday and felt relieving that I had done already some of my work for Monday. |
| Not relevant for today as I had a day off from work. |
| I started working quite early today so I could finish my translation in the afternoon hours. This was our last day in Kotor so we wanted to use a part of this day to enjoy the beach. My boyfriend was obviously involved as we went to the beach together. My laptop was also included as I had to turn it off and save the documents I had been working on. This occurred around 15:00. I felt a little in a rush because I was working on my translation and in the middle of working, I had to quit working and get ready for the beach. In the end, when we arrived at the beach I was happy to be there because I had worked already more than enough and knew I would finish it on time another day. |
| Nothing really to add here. Worked in the morning hours when I had time to finish some stuff and had to drive the whole afternoon. It was very busy on the road which made me quite nervous because it was very hot outside and I wanted to arrive in Kotor asap. Luckily we arrived on time to shoot some pictures in the daylight. Basically what separated work from free time was our drive.  |
| I switched between working and taking a break when it would get too hot in the sun. We were mainly filming outside and since it is very hot in Albania right now we took lots of breaks in the shadow. This happened when we were on the islands filming. My boyfriend was involved in the situation as well, we agreed together on when to film and when to take a break. When we made all the videos we wanted to it was quite easy to switch from work to free time as all work had been finished and we were free to go. |
| I started working once we arrived in the apartment. During the drive, I mostly worked on my phone and after that on my laptop. The switch was made very easily as I was very motivated to work once I had arrived. I thought it was best to start right away before getting distracted or losing my motivation. My switch to leisure after working as planned. I had decided to go to the beach at 5 pm and 15 minutes before 5 I stopped working and got ready to leave the apartment. My boyfriend was involved in the situation as well as we went together. I felt extremely happy and curious at the same time, as I am now in a new city with lots of new places and beaches to explore :) |
| Today I had planned everything on time as the weekend just finished. I like to be very organized and know what is waiting for me. I like to use a daily planner where I write everything for the next day. My days are very structured and I try to follow this structure as much as possible.
An important fact is that I work with a lot of deadlines so I need to adhere to them and combine my work and leisure according to them. Today I had a deadline for tomorrow so I woke up early in order to get this done asap so I could enjoy the rest of the day. I finished my work until noon, took a break for lunch, and reviewed the work I had done after I had finished my lunch. There were no unpredicted situations today and everything went as planned. |