Default Report  
*Managing work and leisure in the digital age: A practice exploration of digital work - P18*  
**August 3rd 2021, 2:36 am MDT**

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

|  |
| --- |
| Tell us about what work activities you engaged in today. |
| Client comms, social media scheduling |
| Only communication with clients and VAs. It's Sunday! |
| Giving feedback on my client's website, posting stories for another client, communicating with with my VAs |
| Linkedin - I posted rwo posts, I communicated on Slack with clients and my virtual assistants, asnwered lots of questions, nudgeed clients about things, wrote two marketing emails |
| Pinterest scheduling, proofread an article written by the client, uploaded it on WordPress, promoted it on LinkedIn and Facebook, exchanged a lot of communication with my clients, chased people outsource things to |
| Set up a Pinterest account (with boards and images recizing, uploading, pasting text), replied to various queries, chased clients about things, checked what people I outsourced things to had done |
| I planned the social media calender for one client, the whole campaign for an upcoming online memberships launch (email, social media, Facebook ads), resounded to various queries, edited some photos, translated a page for a website, wrote and posted an instagram caption |

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

|  |
| --- |
| Tell us about where you engaged in work activities today. |
| At home |
| At home |
| At home and on the beach |
| at home where I work usually (home for this month), on the beach when I was walking back nad then at home again |
| Co working space, cafe on Lagos |
| In the co-working space in my hostel in Arrifana, Portugal |
| At the Co working space in my hostel in Arrifana, Portugal |

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

|  |
| --- |
| Tell us about when you engaged in work activities today. |
| From 10.45 to 18.00 |
| In the morning and around lunch time |
| Between 10 and 11 and around 3.30-3.45 |
| from 9.30 until 12:00, at 12:00 till 12:20, then at 6:00 for about 15 min |
| From 8 to 11, then 12.30 to 4.30 |
| From 9.30 till 6 |
| From 9 until 4. No break today apart from a brief call with my friend |

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

|  |
| --- |
| Tell us about how you felt in your work activities today. |
| A bit unfocused at first then accepting that it's Monday and it's usually my planning my work |
| 'I don't want to be working at all but I want to provide the client with a good service so let me reply' |
| Very lazy, its Saturday and I don't normally work but I felt I had to reply to the clients to keep things moving |
| Anxious and guilty, not very productive today, I worked for no more than 2-3 h, I'll compensate over the weekend. I was so tired after the trips in the last few days |
| Very productive in the morning, the a bit irritated that nobody gets back to me, the productive again when I heard back from people |
| Procrastinating mode (a bit anxious and guilty) but then I got myself to work and was very productive, by the end of the day I was a bit bored and 'zombified' from all the copy-pasting I did on Pinterest |
| A bit anxious at first but this space makes me so focused so I went into the flow quite quickly. Very productive and proud with myself for being so focussed |

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

|  |
| --- |
| Tell us about with whom you engaged in your work activities today. |
| My clients and my VA |
| With a client and my two VAs |
| Two clients and my two VAs |
| my two virtual assistants, two of my clients |
| My clients, the people I outsource things to, the manager at the hostel who I end up working with on a project of some sort, our synergies are amazing |
| With 3 of my clients and a girl who also worked in the co-workign space who gave me advice on some marketing platforms |
| My clients, 3 of them and a person who does the website of one client |

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

|  |
| --- |
| Tell us about what devices, applications, tools and platforms you used in work activities today. |
| Phone laptop slack outlook LinkedIn Instagram Photoshop sendinblu WhatsApp |
| Phone, laptop, slack, Instagram, WhatsApp, messenger |
| Phone and laptop, Instagram, slack, Gmail, Shopify |
| laptop and phone. Slack, whatsapp, messanger, outlook, instagram, LinkedIn, Google Drive, Google Sheet, SendinBlu |
| Phone laptop camera WordPress Pinterest Instagram Facebook LinkedIn Google drive, Google sheets, Google docs, Photoshop, Canva, later.com |
| laptop, phone. Facebook Creator studio, Instagram, Canva, Slack,m Gmail, Outlook, SendinBlu, Google Drive, Excel |
| Laptop (lenovo), phone (Google pixel), Facebook, Instagram, sendin blu, Mailchimp, Lightroom, white border app |

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

|  |
| --- |
| Tell us about what free time and leisure activities you engaged in today. |
| Running in the park, drinking coffee out, socialising with my friends |
| Went for a walk at a local park which reminds me of Africa, going to the beach |
| Beach sunbathing, long walk with my date, taking photos of the sunset, drinking wine on my balcony |
| Walk to the beach, sunbathing, run in the park, reading, riding a scooter |
| Having coffee and food out, travelling to another city, took some digital nomad photos with the manager from the hostel, dinner at my clients house, she's also my friend |
| Walking to the beach before work, taking photos with my camera, socialising with the new friends I made, going to the beach after work, restaurant, working out |
| Had a phone call with my friend, went for dinner a Thai place, walked around the local area, went to the beach |

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

|  |
| --- |
| Tell us about where you engaged in free time and leisure activities today. |
| At home and at the local park, in the city centre |
| After 2pm, at the park, then on the beach after 6pm |
| Beach, home, the local nature reserve |
| beach, park |
| In Lagos, at the cafe there, on the way from Aljezur to Lagos, at a yoga retreat /Guesthouse where my client lives |
| Beach, restarant, bar, local town |
| In my hostel, at a restaurant, at the bar, at the beach |

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

|  |
| --- |
| Tell us about when you engaged in free time and leisure activities today. |
| Before 10, after 6 |
| From 2pm onwards |
| After 3pm until around 9pm |
| before 9, from 12 till 5:00, after 6:30 |
| Around 11-12, then after 4 |
| Before work and after work |
| 11.30-12.00 and after 4 |

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

|  |
| --- |
| Tell us about how you felt in your free time and leisure activities today. |
| Connected and relieved, love socialising and running |
| Relaxed, lazy |
| Light, full of sunshine and enjoyment |
| A bit tired and slightly guitly |
| Grateful I live here, connected with all these lovely people |
| Grateful - so much beauty here, sunshine, ocean waves; connected - I am very extroverted and bounce off other people's energy (when the are happy and positive) |
| A bit uptight at first, should've taken a proper break but then grateful. So much sunshine, amazing nature and variety in my days |

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

|  |
| --- |
| Tell us about with whom you spent your free time and leisure today. |
| My friends |
| Myself |
| My date, it's the first time I met him, lovely guy |
| just me |
| The manager of the hostel, my client who's also my friend, another friend I met up with lagos, the friends I met on Aljezur |
| The new friends I made (the manager of the hostel who is roughly my age and female too) and the two people from my room that i met - a German and a Brazilian who are also here for a few days |
| The manager of the hostel I made friends with |

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

|  |
| --- |
| Tell us about what devices, applications, tools and platforms you used in your free time and leisure activities today. |
| Phone Instagram Gmail |
| Phone Instagram laptop Lightroom Gmail |
| Phone, Instagram, WhatsApp, messenger |
| phone, Kindle, Instagram, WhatsApp, Gmail |
| Instagram, Gmail, phone, camera, laptop, Lightroom |
| Phone, camera, Instagram, Lightroom, Gmail, WhatsApp |
| Phone, Instagram, Gmail, camera |

**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)**

|  |
| --- |
| 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) |
| Combined - while having zoom calls I posted on fb. A bit stressed but then productive Separated-all the slack messages. Was glad to be able to get all info out of my clients. Felt focused and happy I'm in touch and they're finally replied Switched - I was running then posting stories than running again. A bit stressed we the stories are time sensitive |
| Combined - talking with the client and VA on slack while editing photos that I took for fun. Felt a bit stressed very mildly Separated - not really today, I only did communication related task which didn't need much attention Switched - posted 2 stories for a client while I was speaking with my housemate. Felt guilty I wasn't fully listening but it's work so or it has to be done |
| Combined - on the beach sunbathing but checking my phone as the client was sending time sensitive stories to post. Felt a bit rushed as I was waiting for my date and hoping he won't shop up exactly when I'm posting the story. Used my phone and social media Separated - did an hour of work. On my laptop using slack and Shopify to check my client's brand new website. I was happy that this is finally being launched. Spent around 1h on this in the morning Switched - I was sipping some wine in the evening around 8pm when my VA sent me some LinkedIn copy to check and to help her with guidance. I'm glad she's very respectful of my time so I told her I'd check tomorrow but have her pointers so I don't delay her work |
| combined - I read some emails while I was sunbathing on the beach. It was a bit frustrating because this section of the beach didn't have much Internet so I wasn't sure if my responses were getting received. Then on the way back from the beach I was speaking on Slack with another client to hgive her feedback on the logos she sent me, it was agauin a bit annoying as my phone couldn't open zip files. This was happening around noon, all on my phone separated - I was working on my laptop this morning, preparing this week's newsletter and nexr week's one too - I like being ahead of time. I sent the tests to the client but she never replied so i've schedulked the email as it is, hopefully it will be all good. I used Google docs to write the copy and then pasted it into SendinBlu emailing myself the test (so I checked the test on Gmail on my phone) switched - I was reading my Kindle on the sofa around 5pm when my VA told me she had written the posts I asked her to write so I stopped reading, checked the Google sheet on my phone and then went back to reading, then my other VA gave me an update on some articles she had read about industry knowdlge I asked her to read and summarise for me and then I went back to reading. I am glad that I've accepted that today is my low productivity day and I've communicated with both VA's that they should expect me to give proper feedback tomorrow |
| Combined - while I was having a meal with my friend, I was posting Instagram stories and replied to my clients, then I also checked if my LinkedIn post showed up okay. I was a bit distracted when my friend was speaking but you can't really ignore the clients. I'm used to multitasking a lot Separated - I was doing this endless Pinterest again. Managed to focus and upload photos, write descriptions and avoid the temptation to reply to my texts and to chat to the people who were sitting close to me who I heard were digital nomads too Switched - when I did the improvised photoshoot with the manage of the hostel. We did photos of digital nomad stuff we both can use for our projects and I had to get interrupted to check a LinkedIn setting, and then carry on taking photos |
| 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. 1. combined • what did you do, say, think and/or feel in the situation - while I was having coffee and snacks and talked to the manager of the hostel, I also replied to a bunch of client questions • the time and place in which the situation occurred - around lunch time, at the same co-working space • which people were involved in the situation - me and the manager • the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms) - laptop 2. separated • what did you do, say, think and/or feel in the situation - I had a solid hour of focused work where I had to check what the two people I outsource things to had done. I was a bit frustrated as they asked me about the same thing over and over again but then was relaxed as one of them had done a brilliant job editing my article • the time and place in which the situation occurred - around 11:00 am • which people were involved in the situation - me and two freelance virtual assistants • the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms) – Facebook messenger, Google Sheets, Slack, WordpRess 3. switched between work and free time or leisure. – it happens all the time. I work, then I chat to someone for 10 min, then I go back to work. Like this lady today was explaining to me how Pinterest works and she showed me, then we talked about life and adventure, then I went back to work |
| 1. Combined - I always post a bunch of Instagram stories for my client who owns a yoga retreat. Today I did it while sunbathing at the rooftop, while walking towards the shop, while waiting for my coffee to be served. It takes a few seconds to post the pic she sends me. - what did you do, say, think and/or feel in the situation - for me I need to be very focused and check for any typos, sometimes a bit stressed as the blend of work and free time gets occasionally erased. But also super productive the time and place in which the situation occurred - which people were involved in the situation - me and the client, she's a yoga retreat owner and hates social media, I love it -the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms) - phone, WhatsApp and Instagram 2. Separated - I sat down for more than 5 nearly uninterrupted hours apart from going to he loo and getting some coffee and water. I did a lot of planning today, such as the promotion of an upcoming product launch. I can't be interrupted as it involves a lot of moving elements -what did you do, say, think and/or feel in the situation - I say down with my excel spreadsheet and kept typing away. Felt good, like I was in the flow. I barely spoke with anyone, only listened to Spotify and a podcast at some point -the time and place in which the situation occurred - between 11 and 4 which people were involved in the situation - just me and occasionally the client (as use slack) -the use of digital devices, applications, tools and platforms in the situation (e.g. mobile phone, laptop, cloud services, social media, crowdworking platforms)- phone, laptop, Slack, Google drive, instagram, Mailchimp, calendar on my laptop |