Default Report  
*Managing work and leisure in the digital age: A practice exploration of digital work - P22*  
**September 1st 2021, 4:04 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. |
| I had a busy day preparing materials for an important meeting within our organisation which involved working across several cloud based platforms and it didn’t go exactly to plan due to access issues which challenged me significantly to complete my activities. I was also managing a number of ongoing customer issues across email and phone to try to rectify their engagements with our organisation. |
| Today I completed administration related to customer queries before beginning work on defining a new project and doing the development work around the content and material to support its delivery. I also attended a webinar for a new online product that our company has subscribed to. |
| I completed planning activities for upcoming programme delivery and as part of this task I had a meeting with a colleague to discuss ways to better embed key performance indicators into how the programme is delivered. In the afternoon I continued to develop new presentation s slides based on an overall programme structure for delivery in The 4th quarter. |
| 19th August: I focused on preparing slide decks for upcoming events and developed strategy for some other programme activities for the upcoming quarter. |
| Administration using multiple online systems as well as planning delivery of activities and supporting their resourcing also. Developed a presentation to give at a future point and used online sources for information to support this. Telephone calls (via Skype for Business) with colleagues toward planning activities. Managed my diary and considered upcoming activities required in the next month for completion. |

**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. |
| I worked from home in a garden office and I worked a little mobile too by utilising my iPhone when in my house at certain times where I also looked after my children for an hour during the work day as my wife was also working elsewhere. |
| I was working from home in 2 different areas of the home and garden office to allow for my wife to de-icer her work in person with a music client from 10:00 am to 12. She also taught online for her first lesson (she is a harp teacher). |
| I engaged in these activities from my home office in the early morning and in the afternoon and I attended an informal meeting in a coffee shop in a local town. |
| I engaged in these at my home office and in my home. I have not yet returned to work full time but I did venture in for a short time today to a local branch of my workplace to scope out a physical location for developing content for presentations. |
| I engaged in this work from my home and in a garden office (shed!) where I have network, office space and internet via wifi to support my access to the systems I require. |

**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. |
| I started work at 8am and didn’t finish until 6pm due to a very heavy workload. |
| I stater early this morning at 8am and worked until 4pm |
| I engaged in work starting at 7am and attended a meeting in a local town at 10:30 before returning home to work for the afternoon. |
| I was engaged in work activities from 9 am through approximately 4:30 today. I did complete some emails after this time although I have been trying to do this less.. |
| I started working at home from 09:00 in the morning and worked until 4:30 although I did check some email following completion of my work day. |

**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 a little frustrated today in my efforts as I was constantly running into barriers in accessing key information via cloud based sources and getting access error messages which made my job difficult to complete. |
| I generally felt good at work today until the afternoon when I hit a major snag with my work as some work seemed not to save and a number of slides from a presentation deleted.. |
| I actually felt quite positive about my work activities today as I had made good progress on programme issues and also in relation to engaging stakeholders. My meeting was very positive in developing a partnership approach inter departmentally and this had a positive impact on my mood and experience. |
| I felt somewhat anxious at stages due to not finding a flow with a certain project and feeling a little concerned about a creeping deadline. |
| I felt positive, although in my role at the moment there is some anxiety around how we are transitioning back to working in person and what this will look like going forward so I suppose this made me feel a little anxious as it affects my ability to plan ahead somewhat due some unknowns related to our working practice going forward. |

**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. |
| I engaged with my manager, with a team member and via email I also engaged with a variety of departments within my organisation too. I also engaged with a number of customers by email and phone. I also had a meeting with a supplier. |
| I worked with colleagues in my internal team and also with personnel who are part of an external force organisation who deliver a service offering via an online platform on our behalf. |
| I had meetings with a colleague from another department in person. I also communicated via a project management tool with another colleague on an ongoing project in the background. |
| I collaborated with folks from London on a news project idea via Google’s meeting platform and beyond that I had a call with 2 colleagues separately relating to upcoming ideas and managing current issues. I was also in touch with a customer on a number of occasions who was having difficulty with an online process. I engaged remotely via email with a number of others and delivered further administrative support this way. |
| I engaged with colleagues and with customers at different stages of the day through online communication channels. I also engaged through email with enquiries related to work. |

**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 used my laptop extensively today as well as using my iPhone at times also. I used the Microsoft suite in work slot (outlook, PowerPoint, word, excel) and I used Adobe acrobat too for PDFs. I used chrome to access several cloud based technologies that support our databases at work as well as using Skype and Teams for communication. I used WhatsApp, Twitter and linked in on a number of occasions also to support my role. |
| I used my iPhone and my laptop for most of my communications and my laptop foe design purposes. I used the Microsoft suite including word, PowerPoint, excel, OneDrive and I used Adobe reader also. I used Asana project management tool and I also used chrome browser through which I used the online resource statists a number of times also. On my phone I uSed mostly outlook and social media tools also. |
| I used my laptop and my iPhone as my hardware. I utilised outlook, word, PowerPoint, Abobe reader, Teams, Asana for project management and I used WhatsApp also. I used chrome browser for online access on laptop and safari on mu iPhone. |
| I used my laptop and my mobile phone for my work but mostly my laptop. I used applications including Outlook, PowerPoint, OneDrive, Adobe, the Snipper tool and used Google chrome as well as Microsoft teams, Skype abs Google’s meeting platform. I used WhatsApp, LinkedIn, Twitter ans Facebook also. |
| I used my laptop and 2 screens whilst in the home office and I used my phone also when in between the office and other locations. I used Microsoft Suite extensively - particularly Outlook, Word and Powerpoint. I also used Adobe Acrobat reader and extensively used google chrome on my laptop. On my iPhone I used these programmes also + safari instead of chrome. I also used social media services across both devices including LinkedIn, Facebook and Twitter. |

**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 coached football and also had a lovely walk as my leisure time which was both relaxing (the walk!) and fun (the coaching). I then spent some time late in the evening on social media but didn’t watch any Tv before going to bed. |
| I had a quick walk whilst dropping my son to his work. I also relaxed for a short while in the garden. |
| I visited my mother who has been recovering from knee surgery during my leisure time and enjoyed catching up with her and a friend who was in her company also. I played a little football in the back yard with my son also until he got a little tired having been outside playing sport all day. |
| I played some golf in the evening time and I also took my son to football practice and watched his session. |
| I supported my son's football training as I coach that small side. |

**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 walked close to home at around lunchtime (it was nice weather!) and I coached my son’s football team (I have 2 sons in different teams) in a local town 5 miles away. |
| In my front garden relaxing for a while and then I visited a local park where my son was training for his youth football team. |
| I was in my neighbours back Garden playing football with my son in the late afternoon (after 5:30) and then I visited my mother after that where she is recuperating from her surgery (at her friends house). |
| I engaged in free time at home, on the golf course and also in Coleraine Uni where my son trains for his local football team. |
| I engaged within 10 miles of my home in these activities. |

**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. |
| The walk I took was at lunchtime and the youth football coaching was from 6:30 to 8pm |
| I engaged in my leisure activities from 4pm onwards having started work earlier at 9am. |
| I engaged in my free time activities at 5:30 through until 9pm and then watched a little TV with my wife. |
| My leisure time was in the evening only on Thursday. |
| I engaged in free time activities from 6pm to 9pm |

**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 enjoyed my walk immensely. It was a beautiful day and I was walking on a beautiful beach near my house which I am very blessed to live near. I really enjoyed coaching as well. The kids were fun and receptive to the activities and this was also encouraging. |
| I enjoyed my free time as I had a chance to relax and to walk which I was grateful for. |
| I enjoyed my free time. Initially it took me a while to disconnect at the end of the work day but thankfully I began to feel more relaxed soon after. |
| I really enjoyed my free time. It was nice to see family growing and developing in their sport. |
| I was a little busy in this time as I had to organise the football session, equipment and opening and closing of the facilities. I was also rushing to get to the golf due to lateness of finishing at football. |

**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 walked with my wife in the afternoon and I was coaching one of my sons and his team along with 2 other assistant coaches. |
| I spent my free time with my family and the evening with my son at his football training. I finished my evening watching an episode of a series I watch from time to time on Apple TV+ |
| I spent my free time with my sons, my wife and I visiting my mother. |
| I spent it with my sons and my wife. |
| I spent it with my family and with other kids (and parents) who I coach. |

**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. |
| I used my iPhone and used WhatsApp and safari on the iPhone to allow me to administer a number of things around my football coaching duties. I left technology at home during my walk along the beach to be free of technology for a short and pleasant period of time. |
| My iPhone on which I listened to Audible app and I alsowatched TV on my Apple TV device. I checked social media a number of times before and after watching the evening TV to check in with what was going on in everyone else’s world. That was the extent of my leisure time tonight. |
| My iPhone was used to search up something for my mum at one point and later when watching tv I also checked some other apps (social media) too. |
| My phone, my Shotscope GPS watch for golf. I used a few Comms apps such as Facebook, LinkedIn and Twitter as well as Whstsapp |
| I used my iPhone and specifically I used Whatsapp |

**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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| 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) |
| I enjoyed separating my leisure time at lunchtime where (due to a very busy morning and an impending business in the afternoon) I left all technology behind and went for a walk with my wife In a very pleasant space which was quite rejuvenating and undistracted by work or other communications. |
| I separated my work and free time quite well today generally by applying a plan to my day and by stopping work at 4pm. I the. Enjoyed listening to an audio book whilst walking and watched a T? Programme I enjoy later without too much worry for my work although I did check my emails!!! |
| I combined my work and leisure with a meeting in a local town that allowed me to enjoy some time away from the office and to run some other errands also. I felt great as the meeting was productive and also enjoyable also as my colleague was invested in the time but is also a wise and interesting person. Later in the day I completed my ‘shutdown’ routine (something I’ve learned from Author Cal Newport) which allowed me to be more present with my kids following work and assisted me in separating work from my leisure time with family. This was a positive experience as I often allow work to bleed into my time off and I know that this is not a positive thing for my life and family in the long run. |
| I checked my emails on a number of occasions whilst waiting for my son to finish his football training and this was to clarify and administer a couple of ongoing issues so as they became less of a problem for the client. I used my mobile phone and the outloook app to complete this work around 6:50pm to 7pm |
| I would have organised aspects of my leisure time through whatsapp earlier in the day at work and also I checked my email on one or two occasions during the leisure time (at the beginning and end)/ I was communicating with parents of the team members and also with club officials too. I used my iphone, whatsapp and my email programme as well as sometimes I checked social media (Facebook, LinkedIn and Twitter). |