Default Report
*Managing work and leisure in the digital age: A practice exploration of digital work - P24*
**September 1st 2021, 2:06 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. |
| Translating, editing and copywriting, as well as a meeting for priorities setting |
| (Completing for yesterday 30. 08)
Editing and translating descriptions of geoparks for an interactive map, sending emails |
| Today I didn't do anything work related |
| Completing the diary for yesterday (28.08): I only worked for about 40 minutes yesterday to check some messages and make some last edits on a document.  |
| I did some volunteering work for a natural building project and then I worked on a copywriting and editing project.  |
| Planning the content of two experiences for an event, a few copywriting tasks and a catch up with a client. |
| I did research for a gamified experience meant to support service providers and tourists to use natural resources more responsibly. I also worked on the last touches for a guide on protecting nature and heritage. I also answered a few emails, had a chat with a client on the priorities of the week and planned the content for a social media post. |

**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. |
| In a cafe with a sort of co-working space |
| In the common space of a hostel |
| Nowhere |
| In the train on my way to another city |
| At a neighbour's house and in our common space from our house.  |
| On the terrace of a restaurant nearby where I live and in my room in our shared house. |
| I did most of my work activities at the cafe next to the place I live in now. I chatted with my client in the restaurant during lunch and planned the social media content in the last part of the day in my house, while hanging out in the common space with some friends. |

**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. |
| From 10 am to 3 pm |
| From 9 am to 15 pm |
| At no time |
| At about noon time  |
| I worked 2 hours on the volunteering work in the morning from 9 to 11am and then on the editing and copywriting project from 1 to 5 pm.  |
| In between 11 am and 4 pm. |
| I engaged in work activities between 12 and 6 pm and then for half an hour during the evening, at around 8:30 pm. |

**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. |
| Attentive, determined, slightly tired |
| Concentrated, efficient  |
| - |
| Relaxed because I am taking 2 days off so I was just chatting with one of my employers about some ideas and editing a few sentences based on their feedback  |
| I felt very sociable and joyful during the volunteering work, and then focused and attentive in the editing and copywritimg tasks.  |
| Excited and happy about the upcoming event we`re desgining the experiences for and a bit bored during the copywriting tasks. |
| I mostly felt inspired and in flow, I really enjoyed the tasks. |

**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 and with one of my clients and colleagues |
| Alone, and also with one of my clients, and with a graphic designer illustrating a concept I worked on for my client |
| - |
| With one of my employers |
| Other volunteers in the morning, then I worked alone in the afternoon.  |
| With one of the co-facilitators of the event I`m working for and with one of my clients. |
| I engaged with the manager of the organisation I`m doing most work for during these days, I also had a very short chat with some of the other team members. I also sent a message to one of my other employers. I also engaged with a few other people who also work around the cafe I worked from and with a few friends during lunch. |

**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. |
| Laptop, Smartphone, Trello, WhatsApp, Google Drive, Google Docs, Google Search, Zoom |
| Google Drive, Google Forms, Google Search, WhatsApp, Gmail, Instagram, Focus |
| - |
| My smartphone, Google docs, Google drive, WhatsApp |
| My laptop, Google drive, Google search, Waking Up app  |
| My laptop, smartphone, whatsapp, google drive, Microsoft Windows and Excel, google search, Medium |
| I have used my laptop, my smartphone, my powerbank. In terms of applications/ platforms, I have used whatsapp, gmail, google drive, google photos, creator studio, vsco, google search, trello. |

**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. |
| Going to an alternative art and crafts space, meeting with a friend for a chat and dinner |
| Going to a specialty coffee shop to enjoy an origin coffee for breakfast, walking in the city and going up to Acropolis, watching the sunset, having a long call with on of my best friends back home |
| Exploring the city with a friend, reading, journaling, having coffee at a specialty coffee bar, listening to a live concert |
| I took a whole day off so the whole day was dedicated to leisure, exploring a new city, hanging out with some friends at different cafes and making new acquaintances  |
| I had a brunch with the volunteers helping for the natural building project, I did journaling, I meditated by the sea and then in the evening I took part in a dance class and scrolled Instagram  |
| Gardening, watching a tv series on Netflix, playing beach tennis and going for pizza for dinner |
| I had a nice breakfast, then I did some crafts activities in the morning for chilling. I had a coffee and cake with two friends at the bar nearby our house. I uploaded and shared some pictures from a trip I went on in the previous two days and I did some calligraphy. I played a boardgame in the evening and chatted with some friends. |

**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. |
| In the city, in a space dedicated to arts and crafts which also serves as a bar, at a cafe and at a friend's house |
| At a cafe, in Acropolis, in nature |
| In the city I'm visiting at the moment, around specialty coffee shops and alternative hang out spaces  |
| In a new city I came to visit  |
| At a neighbour's house where the volunteering work was taking place, then in my room, in front of the sea close to my house, and in a nearby open space for outdoors activities  |
| Around the house I share, in my room and at the restaurant nearby |
| In my house, at a nearby bar, at a cafe, online. |

**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. |
| After 3 pm |
| In the morning before work and after work |
| All day |
| All day long |
| In the morning, before lunch time and after 6:30pm |
| I engaged in free time and leisure both in the morning, going to the garden with a friend, and watching an episode of a new tv series, and then in the evening doing beach tennis and then going for pizza |
| From 8 until 12 am and from 6pm until 8:30pm. |

**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. |
| Connected, intentional |
| Happy, grateful |
| Present, happy, sociable, immersed with all senses |
| Relaxed, curious, excited |
| I felt present, empathic and active |
| I felt joyful and optimistic |
| I felt relaxed. I also felt inspired while doing morning crafts about some gamification ideas I could propose for the project I`m currently working on. During the coffee time I felt a bit in a hurry because I wanted to stick to my schedule and start working at 12. I also felt a bit time pressured because I would have liked to edit the pictures from my trip but I didn`t feel it was a priority for the day. |

**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 a friend  |
| Alone and calling in with a friend |
| A friend and their friends, people at the hostel where I'm staying |
| A friend and their friends, people from the hostel  |
| With some other volunteers, alone and with two friends I have around here |
| With some friends living in the same shared home |
| I spent some leisure time alone, with 2 friends from the area, with my housemates and with friends from back home. |

**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. |
| WhatsApp, Messenger, Instagram, Netflix |
| Messenger, Google Maps, Google Search, TripAdvisor  |
| Google maps, Instagram, Messenger, WhatsApp, Waking Up, Presently, Google search |
| Google search, Google maps, Instagram, Messenger, WhatsApp, Spotify  |
| My smartphone, Spotify, Instagram, YouTube, Waking Up  |
| Laptop, Netflix |
| I used my smartphone, my camera, my laptop, facebook messenger and besides that I used physical tools, such as paints, my bullet journal, and calligraphy pens and notebooks. |

**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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| In the morning I went to a cafe where I knew I could do my work. I turned on my laptop for a deep work sessions to finish the final improvements on what I was also working on yesterday, thus I wanted to be distracted as little as possible. I was at the same time talking through Messenger and Whatsapp to a friend back home and to a friend I was supposed to meet. I wasn't 100% focused on the work in the beginning because I still had a few details to arrange with my friend for our meeting in the evening, however this didn't last long so I could have avoided it. I have finished everything and uploaded it to the drive. After saving the changes to drive, I closed all the laptop apps to enjoy the view. Afterwards I had a zoom call with our team where I used Trello to write down the upcoming tasks.

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| How do you use digital technology to mediating, dissolving, enforcing, changing, negotiating or maintaining boundaries between work and leisure?

I needed to have a deep work session today so I decided to stay in the common space of the hostel which is like a little co-working space. I took a table where I could be alone so that I avoid distractions from fellow travellers. I opened my laptop and set my headphones on to emphasize even more that I'm not in a socializing mode. After checking emails and responding to work related messages on WhatsApp, I wanted to get to work. I wanted to open the documents in Google Drive and I got distracted for a few moments opening Facebook to check a notification from a friend. I had activated an app which pops up a screen before letting me in on Facebook which asks me if that is really what I want to focus on, where I can add my priorities and see them as a reminder in the form "You said you'd rather do a deep work session instead of scrolling Facebook". So this helped me avoid leisure sneaking into work. I closed Facebook and opened the document I was working in, as well as Google Search for information I needed to double check. I started working and set a timer to remind me when every 1 hour has passed.

At some point I had to use WhatsApp to guve feedback to a graphic designer about the illustration she made for a concept I worked on last week. Because I went into the WhatsApp Web app I saw I had two more messages from friends and I started to also answer to them without realising free time was sneaking into my deep working time. I said to myself I anyhow had to respond at some point, so I allowed the intrusion given that I was anyhow also still writing with the graphic designer. Then since I was in a messaging mode I also wrote to my client to show the first version of the work from the graphic designer.

Have you found yourself in a situation in which work intruded your leisure time through digital technology?

However, later on when I went out in my leisure time my client kept messaging me on WhatsApp so I also took some 20 minutes while on Acropolis to respond to him and his questions. Our relation is rather friendly and informal, so at some point we were chatting also about my current trip and about his upcoming trip, so the intrusion didn't feel like an intrusion because I was basically also enjoying the time talking to him and I didn't feel the need to differentiate where work ends and leisure begins.

Have you found yourself in a situation in which leisure intruded your work time through digital technology?

Have you found yourself experiencing a situation in which you found it difficult to keep clear boundaries and differentiate between work and leisure because of digital technology?

Have you found yourself in a situation in which the use of digital technology created a situation in which work and leisure mixed together?

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| I intended the whole time to keep my head off from work. I did have a few conversations about work activities with some people, but besides that I completely tried to separate leisure and work |
| I only checked work related content during the train ride I had in the morning, afterwards I stopped answering messages about work. I have clearly communicated that I won't reply for the next 48 hours. I have left my laptop back in the house I live so that I make sure I stay away from work while I'm off exploring. I'm allowing messages from work to come in and might read them when sitting by a cafe and answer if it's something I can do from my phone, such as giving an information, but mostly I am in an off work mood for 2 days. |
| In the morning I wanted to stay longer at the brunch with the other volunteers and I was quite tired from the volunteering work, but I also really wanted to finish a copywriting and editing project today so I pushed myself to leave and go to my house where I could be alone for a while and stay focused. I just grabbed a tea and opened the laptop to start work, but then a few of my housemates came back home and then I had some small chat with them. Because they were in a chatty mood, I moved to my room to be able to stay focused just on the work. It was very warm though, so after about 40 minutes I had a quick lunch and continued working from the common space but this time everyone was also with their computers so we could be together yet solely focus on what we each had to do. At some point I wanted to double check an information I was writing about in Google search and got distracted by a notification from a message I received on Facebook. But then my bell of mindfulness from the Waking Up app rang making me realize I was losing focus so I closed Facebook completely and went back to writing. I stayed in a deep focus mood until 5 when I was feeling very tired, so I stopped. I shut down my laptop and put my phone on silent so I could go for a nap.
Later I went by the sea to meditate and I mutated my whatsapp notifications so that I could enjoy my time with no distractions.
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| Today I was planning the two experiences I`ve mentioned during a call with my co-facilitator, so the whole time was focused on finishing what we set out to achieve by the end of the 2 hours of work. Even though I was on the terrace, I had my headphones so I stayed very focused. Then I stopped working to have lunch, and afterwards I went back home and worked from there because I wanted to finish my tasks with no interruptions.

I only switched between work and free time in the evening when I was chilling but then I had to take a call regarding one of our projects, |
| I combined my work and free time in the morning when I was crafting because my mind started to wander and get active about concepts I could use for the gamification project. However, I did not stop my crafting activity, I kept the thoughts and wrote them down later when I intended to start work. I initially felt a bit frustrated that I was thinking so much of the project instead of just enjoying crafting, but then I felt at ease realizing that I was in a stated of flow which gave me good insights for my work. After finishing my crafts morning, I sat with 2 friends at the bar for a coffee and cake and we mostly chatted about our current work and about the plans we had for the next months. After I went back home, and had a 15 minutes nap, and then I headed to the cafe to start work. I ordered a coffee, turned on my laptop and checked my messages and emails. My work and free time mixed a bit in the first part because while answering messages I set my pictures from my trip to upload to the cloud so I could share with my friends.After answering my messages and sharing the link to the pictures with my friends, I went on for a deep focus time until 2:30, when I took a break for lunch. I stayed at lunch with some other people working around and I told them about the concept I was writing about, asking for their opinions. At about 3 pm I was back to the computer and finished my first task. Then I moved on to the next one but I got interrupted by a friend passing by who asked about my trip. I chatted with her for 10 minutes and then just continued working until about 5:50 pm. Then I sent the updated documents to the manager and wrote a message to my other employer with a reminder on something I need from them. At 6pm I finished and went home to do calligraphy in our common space. I chatted online with some friends back home and then at 8:30 pm I edited a few pictures and scheduled a post for one of my employers in creator studio. Then at 9 pm I finished and had dinner at home and did some house chores.  |