

## **How I Transformed My Workday From Draining, Unfulfilling, and Chaotic... To Inspired, Value-Driven, Highly Productive, and Truly Satisfying**

I spent years dreading going to work. I was inspired by the kind of work I did (pediatric palliative care and oncology) but the actual doing of it was just draining.

I would complain non-stop about all the things that were wrong with my job. Every day I had a rant about “well I would really love this job, if only...”

One day I decided to stop complaining and actually write down all the things that came after “If only.” What would make this the perfect job? What would make me happy?

From this simple exercise I was able to figure out what was most important to me and realign my day to day experience with what was actually important and fulfilling to me.

It led to a lot of changes.

Today, I have the life of my dreams. I work in a few roles that all weave together and allow me to have my perfect day at work every day. I have time to exercise, write, create, play, and nurture important relationships. My day includes hard work and rest. And my job allows me to support myself and my family in a wonderful lifestyle we enjoy greatly.

Ready to get started?

Great, grab a notebook or some blank paper and read on the begin getting out of ranting mode and into job crafting mode.

This exercise will help you think about your ideal day at work and reflect on the values and needs underlying this “perfect day.”

### **Step 1: Reflecting on a typical workday**

In this step, you will think about what you currently do on a typical workday.

On the ‘My Typical Workday’ worksheet, use the right-hand column to record the activities that make up your average workday and write the approximate time of each action in the left-hand column.

Start from the time you begin working and continue recording your daily actions in chronological order.

## **Step 2: Identifying your perfect workday**

In this step, you will visualize your perfect workday and describe, in detail, what that day would look like.

Perhaps this would entail working with children, being outdoors, or working from home.

Maybe it would involve working fewer hours, leading others, or working with people who value the same things you do.

How would it look if you could have a perfect workday – the most perfect workday that you can imagine?

In the left-hand column of the 'My Perfect Workday' worksheet, write the time slot for each activity and use the right-hand column to record the activities that would compose your ideal workday. Complete this step as if it were your to-do list or schedule for the day, starting from the time when your perfect day would begin and continuing in chronological order.

Use the prompts and examples to help you get started.

## **Step 3: Analysis**

Now that you have identified the elements that would make up your perfect workday, it is time to think about the values, desires, and needs that these activities represent.

Take a moment to reflect on your typical workday and your perfect workday, then answer the following questions.

Consider each question carefully and write your responses in the spaces provided.

1. What does your perfect workday tell you about what you consider important in a job?
2. What does your perfect workday tell you about what you need from your job?
3. Which of your strengths are you using on your perfect workday?
4. In what ways does this perfect day differ from a typical workday?

5. Comparing the two days, what are the main differences in the timings of activities? What are the reasons for these differences? For example, perhaps you start earlier and end later on your perfect workday to reduce the number of days worked each week and improve your work-life balance.

**Step 4: Reflection**

What insights have you gained about your perfect workday?  
When you think about your perfect workday, how do you feel?

My Typical Work Day	
Time	Activity

My Perfect Work Day
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[illegible]

## Prompts

- What is the nature of your work?
- What would you accomplish on this perfect workday?
- What three words would best describe your perfect workday?
- Are you working indoors or outdoors?
- Do you work at home or away from home?
- What do you want more of? What do you want less of?
- How would your day be structured?
- What kind of people would you be working with?
- Are you leading others? Are you part of a team? Are you working alone?
- How many hours do you work? When do you start/finish your perfect workday?
- How do you feel at the end of this perfect workday?

### My Typical Workday

MY TYPICAL WORKDAY	
Time	Activity
9am - 10am	<ul style="list-style-type: none"><li>- Try to catch up with emails.</li><li>- Check-in with the manager and shift supervisor.</li></ul>
10am - 11am	<ul style="list-style-type: none"><li>- Team meeting.</li><li>- Rush to meet the deadline.</li><li>- No time for morning break.</li></ul>
11am - 12pm	<ul style="list-style-type: none"><li>- Data entry.</li><li>- Return phone calls.</li><li>- More emails.</li></ul>
12pm - 1pm	<ul style="list-style-type: none"><li>- Manning the phones to cover lunch breaks.</li><li>- Print documents for tomorrow's meeting.</li></ul>
1pm - 2pm	<ul style="list-style-type: none"><li>- Too busy for a full lunch break, took 20 minutes instead.</li><li>- Respond to emails.</li></ul>
2pm - 3pm	<ul style="list-style-type: none"><li>- Meeting with manager to discuss missed project deadline.</li><li>- Quick coffee break.</li></ul>
3pm - 4pm	<ul style="list-style-type: none"><li>- Follow-up leads.</li><li>- Meeting with HR.</li><li>- Catch up with emails and missed calls.</li></ul>
4pm - 5pm	<ul style="list-style-type: none"><li>- Meant to finish at 5 pm, but I need to stay until my current project is completed.</li></ul>

### My Perfect Workday

MY PERFECT WORKDAY	
Time	Activity
8am - 9am (Early start so I can work 4 days per week)	<ul style="list-style-type: none"><li>- Make a plan for the day.</li><li>- Work on one large project (that I am responsible for) throughout the morning.</li></ul>
9am - 10am	<ul style="list-style-type: none"><li>- Continue working on a large project with my team.</li></ul>
10am - 11am	<ul style="list-style-type: none"><li>- Coffee break &amp; time to sit down and catch up with colleagues.</li><li>- Work on smaller projects.</li></ul>
11am - 12pm	<ul style="list-style-type: none"><li>- Complete smaller projects on time.</li><li>- Plan afternoon tasks.</li></ul>
12pm - 1pm	<ul style="list-style-type: none"><li>- Meet with my team to discuss upcoming projects and arrange schedules.</li></ul>
1pm - 2pm	<ul style="list-style-type: none"><li>- Step away from my desk, go for a walk, and meet friends for lunch.</li></ul>
2pm - 3pm	<ul style="list-style-type: none"><li>- Spend time contacting clients.</li><li>- Finish up a large project.</li></ul>
3pm - 5pm	<ul style="list-style-type: none"><li>- Spend time on smaller projects.</li><li>- Finish tasks for the day.</li><li>- Make a plan for tomorrow.</li><li>- Finish promptly at 5 pm.</li></ul>