

Work Observation

Introduction

There are several methods for structuring work. This worksheet is supposed to help with this:

- a) keep yourself focused by setting one or more daily goals,
- b) feel motivated by looking at one's progress on a regular basis,
- c) feel self-efficacious by creating and implementing one's own plans, and
- d) to improve one's own work behavior step by step.

Instruction

The first step of this work observation is to set goals for the day. You can do this either the night before or the morning of the work day. Write down your goals for the day (desired state). The second step is to write down your work result (actual state) at the end of the day. Estimate what percentage of your goals you have achieved. This is for your own reflection. From a psychological point of view (e.g. for motivation) it makes sense to focus on the positive things of the day. Please also write down "little things" that "went well". From the results of the "What could have been done better" line, you derive what you would like to do differently on the coming workday and enter it in "What do I want to do differently tomorrow". Putting the implementation strategies in writing helps to put the change plans into action. Observe your work behavior over several days. Then you will be able to recognize the progress in your work behavior more easily. Good luck!

Work Observation

Date:	Day: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fr. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Goals for the day (desired state):	
Work result (Actual state):	
How much percentage of the planned work has been done?	
What went well?	
What could have been better?	
What do I want to do differently tomorrow?	Strategies for implementation: