

Tutorial Material

#BOBkonf2021

A serene sunset scene over a body of water. The sky transitions from a deep blue at the top to a bright orange and yellow near the horizon. A small, dark buoy is visible in the middle ground on the left side of the frame. The water is dark with gentle ripples reflecting the light from the sky.

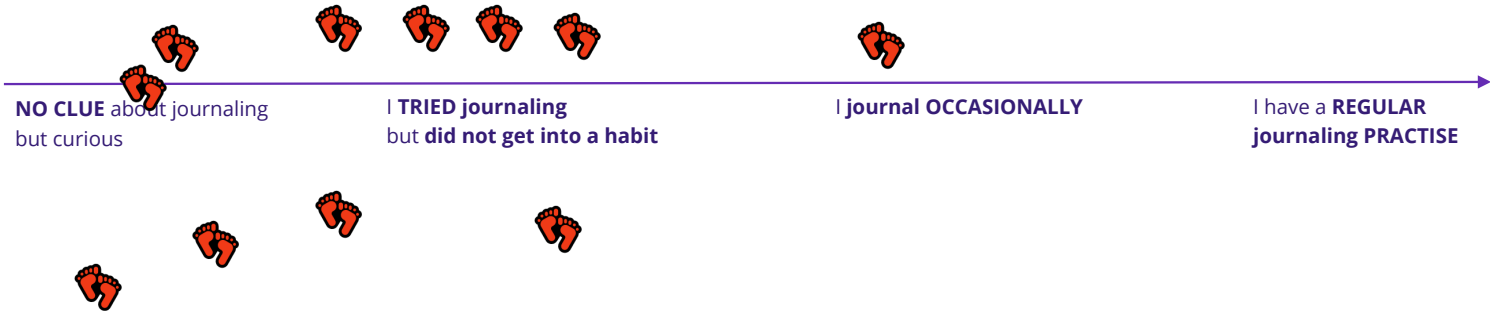
D.A.R.E. more,
F.E.A.R. less

Journaling for (Tech) People

Cosima Laube @ #BOBkonf2021

Your Experience

take a "stand" &
what kind of journal
do you use already?



Pre-Print Journal Books



Bullet Journal

Blank Book



The T.T.L.



Create yourself a T.T.L.

(stands for: "**T**edious **T**ask **L**ist").

1. Get a piece of paper and a pen
2. Write 5 tasks / things on it
3. One line per task
 - (prefix each with a bullet)

Indiv. WORK for
participants
(yellow)

Example:

- do the taxes
- clean my car (inside!)
- call Uncle Meeh
- move webspace
- do the laundry

Examples what
to do (grey)

A **tedious task** is something that e.g. is
"**too big** to start", is **unclear**, is **scary** or
"just something you hate doing"....

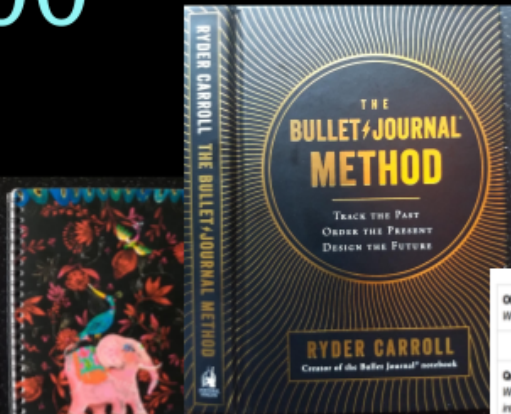
MORE remarks
(white)

Presence

2000

Freestyle
Journaling

Semi-Structured
Journals



Observation	Interpretation and Evaluation
What did you observe?	How do you interpret and evaluate the observation?
*	*
Questions	Interventions
What questions come to your mind when you interpret and evaluate that observation?	What interventions do you plan based on your interpretation and evaluation?

Guided free-style
journals

2021



Overview of Journaling Variants

https://notebook.cosim_a-laube.de/blog/different-journaling-methods/

1. Guided free-style Journaling

- rough framework for inspiration and guidance
- easy to adjust at any time
- (z.B. Bullet Journal, abbr: BuJo)

2. Semi-structured Journals

- (usually!) easier start for newbies
- clear purpose and guidance
- offers variety (different book, different focus)
- serve as a source of inspiration

3. Freestyle Journaling

(u.a. morning pages, best-possible-self exercise, letter from your future, working with values, ...)

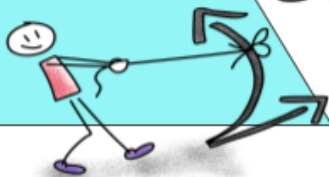


Be present

D.A.R.E.
more

Do what
matters

Be Open
& Let go





Getting present



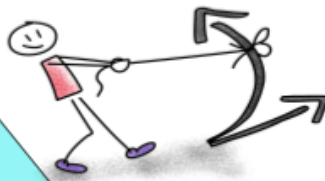
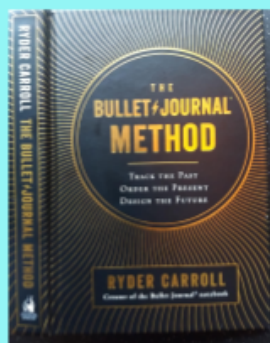
A



R



D



E

self-as-context



“... [it] adds the friction that you need
to slow down, step back
and consider the things you task yourself with...”

[Ryder Carroll, BuJoMethod, 2018]



Values as a Compass

Why Values?

Knowing your **own values** can serve you like a compass.
Helps to **navigate life & work.**



Finding them IS real work. In any case, **living up to your values is a journey.**



What matters to YOU?



Let's collect together **what matters to different people.**

Often these are **(core) values**, sometimes in life these are also **bigger, abstract "things"** or **private / business "projects"**.

health (mental
& physical)

relationship
with friends

eat healthier &
"relax" more

that ONE project
with my client

learning and
personal growth

it for future

sense of positive
impact on the
world around me

connection

improving

health and
fitness

empathy

be present
for the kids

responsibility

Spiritual
equilibrium

Sharing what
I learned

Family

Fitness

Gain deep
knowledge on a
topic

reliability

happiness
of my family

sustainability
personal &
general

friendliness

do some fun
projects for
personal growth

family

long-term life
perspective

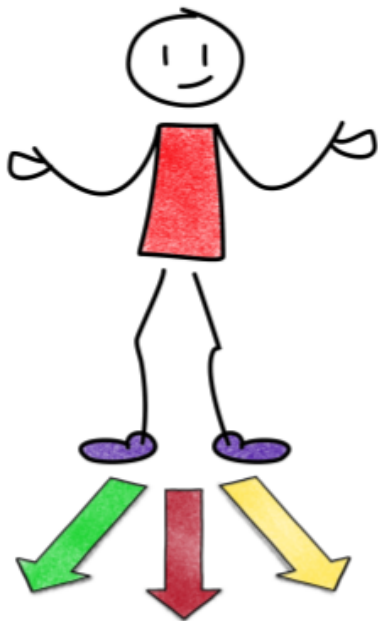
physical
fitness

Well being
of others

equity for the
disadvantaged

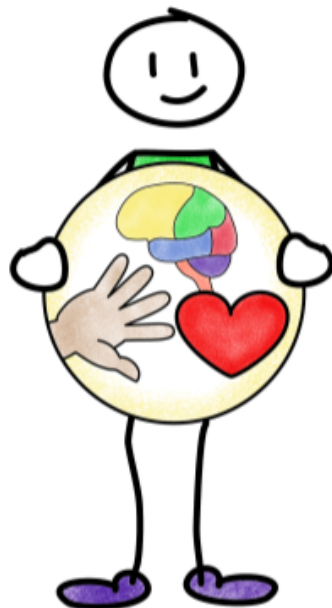
Willpower

(DE: Willenskraft)



Self-efficacy

(DE: Selbstwirksamkeit)



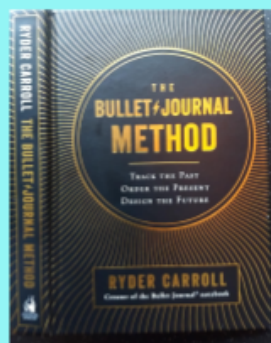


A

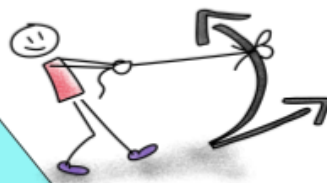


D

Getting present



**Reconnect
to values**



**Engage & take
action**

self-as-context

Option 1: Too many 'values' - I need orientation!



Discover your **next steps...** for **what really matters** to you

A: What matters (e.g. values or needs or anything else where you feel change is emerging)	B: Your current Importance How important is this to you? (scale: 1 to 8)	C: Your current Attention / Efforts How much attention / effort do you currently spend? (scale: 1 to 8)	D: Hints for next action How big is the discrepancy? (between C and B)	E: One small (and actionable) next step for me is...
my Physical & Mental Health and Wellbeing				go walking outside 5 times per week for 20min
Friends & Social Relations				meet at least one friend once per week
Family relationships				
Intimate relationships				
Recreation, hobbies, leisure				get creative with color pens one evening per month
Self-development, personal growth, learning				
Career & Work				
Spirituality				
Being part of a community				

Option 2: one "BIIG thing" - I need smaller chunks first!



Do a **Break-it-down**

1. Think of your USUAL morning.
 - a. How long does it take?
 - b. What small, little tasks do you do?
 - c. In which sequence?
2. Imaging... you overslept. Massively!
 - a. What would you KEEP?
 - b. What's a definite NOT to?
 - c. What might be optional?

Now adapt that mental model for YOUR BIIG thing:

1. **break it down in pieces**
2. what's your "deadline"? how long would it take?
3. **take a fraction of the time** (e.g. just 5-10%) and **imagine what is possible** with just that...

This process is inspired by "User Story Mapping" by Jeff Patton.

Read more here:

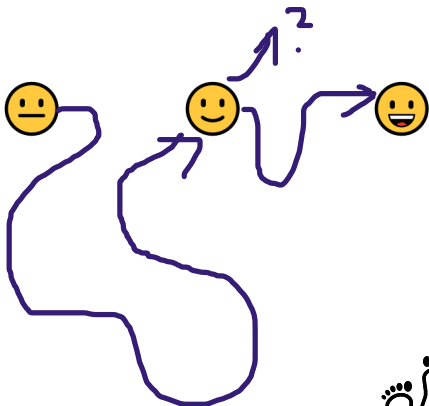
<https://www.jpattonassociates.com/story-mapping-quick-ref/>

Change of Habits

Easy? Or just simple?



Having that compass (values) and "just" walk your way... that would be too easy.



Postponing & Procrastinating



Let's collect together **WHY** different people would **postpone** stuff or **procrastinate** on things.
Remember: living up to your values is a journey... so: what typically "gets in your way?"

taxes

talk to a
"difficult"
colleague

Don't know
where to start

not breaking
down a
monolithic task

actually starting and
have to keep
direction from then

finishing as an
end of
improvement

Multitasking

too many other
things to do

Too many tasks
& prioritization

there is always
more interesting
stuff to do

Late
Gratification

Something is
always more
urgent

Tasks with fast
approaching
deadlines overtake

External
motivation

never the right
time to do it

fear of negative
outcomes

Fear of
success

waiting for the
"right" time /
overoptimizing

nicer 2nd
prio tasks

could do
that later

that useless but
funny algo i always
wanted to do

Overwhelming

avoiding
confrontation

threatening

could be
embarrassing

unpleasant
consequences

Unpleasant

Perfectionism

Perfectionism

Perfectionism

result will not
be perfect

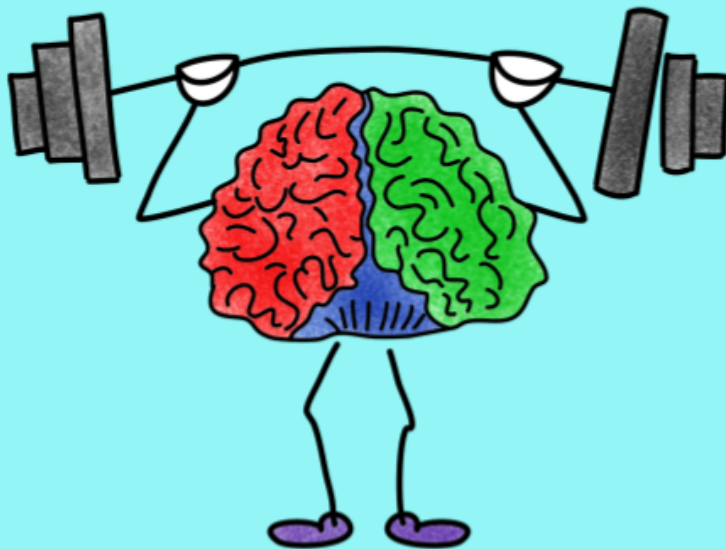
lack of
energy

Lack of energy
after work

Meaningfulness:
Lost perspective on
why I'm doing this



“we (positively) hack our brains (=our wet-ware)”



"Why it matters" Log - Intro

Recall the "tedious task list" you created in the beginning.

Here's a **Monthly Log** (from Bullet Journaling method).
A **Log** is mainly just a **plain list of tasks**.

Here is a **Weekly Log** - and it is tweaked: tasks are **clustered by values** or 'Why it Matters <to that person>'

The "**Why it Matters**" is the key thing here: it helps you to ditch procrastination and rock YOUR "classic" to-do lists.

November

- prep. arch. workshop
- call grandma
- pay insurance Q1/2021
- order birthday cake for Tom
- schedule next FID training
- lunch with Chuck?
- call Bob → cars
- ! • start running habit

CW 46



Health:

- pay insurance
- start running
- Mon
- Wed
- Fri
- Sun



Friends & family:

- call granny
- lunch w. Chuck



Career:

- prep. arch. workshop

"Why it matters" Log - Hands On



START your "Why it matters"-Log

1. Take that **Tedious Task List** you created in the beginning.
2. **Cluster the tasks:**
 - use what matters to YOU
 - or be inspired by ---->

Advanced Option: make it a Weekly Log for next week

Examples:

(Financial) Freedom

- do the taxes
- move webspace

Have a comfy Home

- clean my car (inside!)
- do the laundry

Examples:

Health:

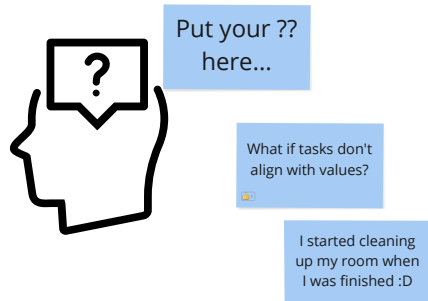
- walk 25min twice per week
- cook fresh on Friday

Family Relationships

- call Uncle Meeh

Common Valued Life-Domains

- health (physical and mental)
- friends & social relationships
- family relationships
- intimate relationships
- recreation / hobbies / leisure
- self-development / personal growth / learning
- career / work
- spirituality
- being part of a community



**Knowing Your
"Wetware"**

//

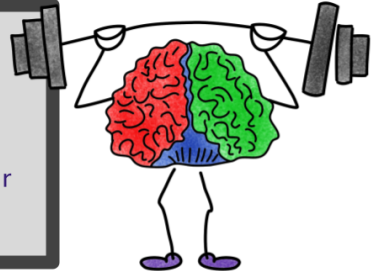
Awareness

We chain ourselves in mental boxes...



Leaving those boxes...

Fused with our thoughts
Evaluate our experiences
Avoid (some) experiences
Readon-giving of behaviour



Easy Brain-Fuel: #3GoodThings



List **3 Good Things** of **TODAY**

1. Take your paper & pen
2. Write down the 3 good parts of today.

Take the first stuff that comes to your mind.

There's no "right" or "wrong"! :-)

"Cheat" Option:

Write down the **3 Good Things** for **yesterday**.

Advanced Option:

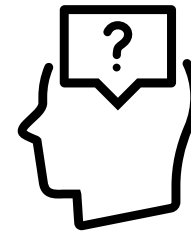
Think about what YOU contributed to each 'good part'

Example: sun was shining

- I NOTICED the sun during a break
- I went out for a walk -> sun :-)

Example:

- sun was shining
- open convo over a coffee with T.
- finished task X - what a hard nut to crack!



Writing down **3 Good Things** (per day) pays into **awareness & presence**. It also focusses our brains on the good parts (the negative ones are spotted anyway - that's a built-in ancient "feature" of our wetware).

Habit-ize it!



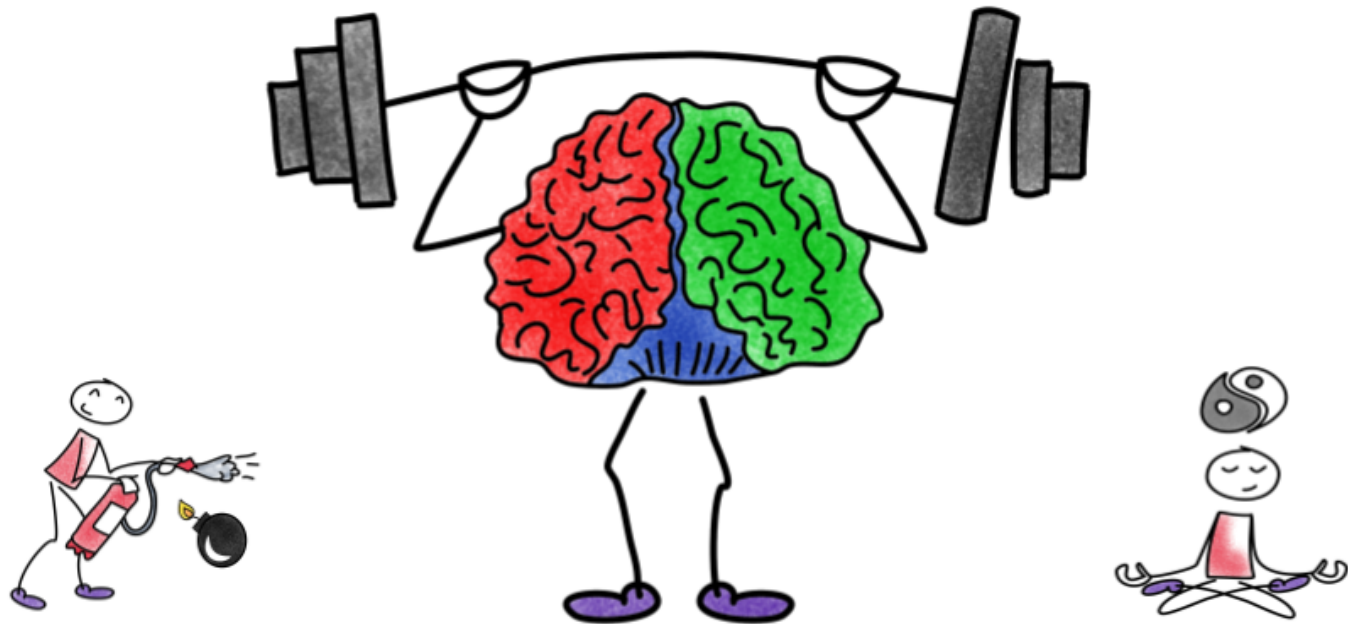
Habit-ize #3GoodThings per Day

For the next 2 weeks,
write down #3GoodThings
(at least for 10 days)

You can do it on your own on a piece of
paper or e.g. on a social media like Twitter.

Advanced: Celebrate each day! :-)







FEELINGS INVENTORY FOR THE WORKPLACE

SAD	MAD	WORRIED	CALM	EXCITED
Ashamed	Agitated	Alarmed	Absorbed	Adventurous
Blue	Angry	Anxious	Awed	Amazed
Brokenhearted	Annoyed	Concerned	Blissful	Creative
Depressed	Bitter	Disturbed	Comfortable	Curious
Disappointment	Disgusted	Guarded	Confident	Energetic
Discouraged	Enraged	Nervous	Fulfilled	Engaged
Disheartened	Frustrated	Overwhelmed	Loving	Exhilarated
Fragile	Furious	Panicky	Peaceful	Fascinated
Helpless	Impatient	Scared	Relaxed	Free
Hurt	Jealous	Shocked	Secure	Inspired
Lonely	TIRED	Suspicious	Serene	Interested
Miserable	Burned out	Tense	FRIENDLY	Intrigued
Numb	Distracted	Terrified	Appreciative	Invigorated
Vulnerable	Exhausted	Wary	Cordial	
GLAD	Fatigued	CONFUSED	Fondly	VIVIAN DITTMAR
Delighted	Flat	Cautious	Grateful	EMOTION NAVIGATOR
Eager	Frazzled	Conflicted	Open	Rage
Encouraged	Hopeless	Doubtful	Receptive	Grieve
Excited	Indifferent	Hesitant	Sensitive	Fear
Happy	Lethargic	Puzzled	Social	Happiness
Hopeful	Off Center	Reluctant	Tender	Shame
Inspired	Restless	Skeptical	Trusting	
Optimistic	Weary	Torn	Warm	
Proud		Troubled	Welcoming	
Relieved		Uncomfortable		
Satisfied		Uneasy		



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source: <https://agile-living.com/download/>



NEEDS INVENTORY FOR THE WORKPLACE

RESOURCES	AUTHORITY	INTEGRATION	SELF-EXPRESSION
PHYSICAL NEEDS	EMPOWERMENT	INTERDEPENDENCE	Creating, Generating
Air/food/water	Autonomy	Acceptance	Growth, Progress
Comfort, ease	Choice	Appreciation	Learning, Mastery
Consistency	Co-creation of strategies	Clarity	Meaning
Equipment, tools	Collaboration	Closeness	Play, Fun, Laughter
Health	Discipline	Community	Teaching
Movement, exercise	Freedom	Compassion	SELF-ALIGNMENT
Privacy	Individuality	Connection	Beauty
Respectful physical	Solitude	Consideration	Equality, Mutuality
Contact	ACCOUNTABILITY	Cooperation	Harmony, Peace
Rest/Relaxation	INTEGRITY	Emotional safety	Inspiration
Safety, Security	Authenticity	Empathy	Order
Time, Efficiency	Contribution	Harmony	Purpose, Meaning
COMMUNICATION	Effectiveness, progress	Inclusion	Respect
MENTAL NEEDS	Feedback, tracking	Intimacy	MARKING OF TRANSITION
Awareness	Honesty	Love	Ceremony/Ritual
Clarity, direction	Humility, self-reflection	Reassurance	Delight, Enjoyment
Data, research	Morality	Respect	Excitement, Healing
Decision making	Punctuality	Support	Accept learning
Discernment	Quality	Trust	Accept limitations
Education, training	Self-worth	Understanding	Acknowledge regrets
Information	Sincerity	Validation	Grieve dreams
Reflection		Warmth	unfulfilled
Stimulation, challenge			



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(Daily) Self Check-in



Daily Check-in with Your Self

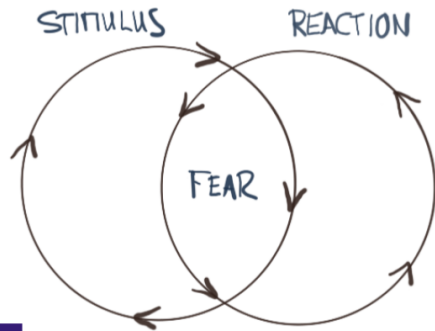
1. get **something to write**
2. take 5 min at **a place where you can "just" be**
3. optional: take the emotions & needs inventory (for inspiration)
4. feel inside and look inside
 - a. what EMOTIONS are there in that very moment? **what are you feeling** right now?
 - b. write it down
 - c. celebrate yourself! :-)

Advanced:

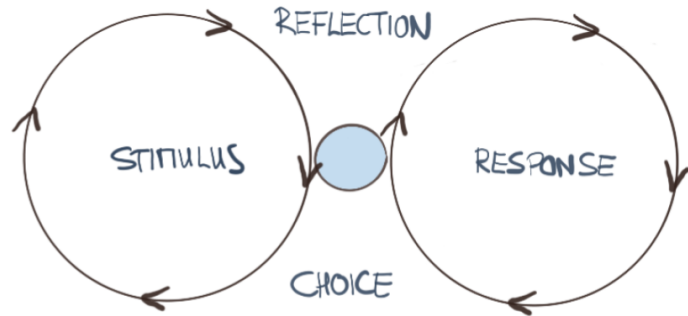
If there are emotions you would label with "negative" or "unpleasant"... try to dig a bit deeper: which NEED do you have that is not met right now? Write down what YOU need as well.

And please celebrate yourself! :)





Reactivity



Intentionality



How I care for me

To be at **my best possible version**, as of today (__ . __ . ____),
this is what I need...

... every day

-
-
-
-
-

... weekly

-
-
-
-
-

... monthly

-
-
-
-

... a couple of times per year

-
-
-
-

And this is what is completely NOT HELPFUL for me:
("not to do list", energy suckers, ...)

-
-
-
-

PDF

Download: <https://change-companion.respectandadapt.rocks/downloads>

The "How I care for... me" List



START your How-I-care-for-Me List

1. Get a NEW sheet of paper and a pen
2. Draw five lines to have some space for:
 - a. every day
 - b. weekly
 - c. monthly
 - d. some per year
 - e. and last the: ENERGY-SUCKERS section
3. write down whatever comes to your mind for each section

There is no right/wrong!

This just for YOU, so you can adjust it anytime. :-)

Some Examples:

To be at my best possible version, this is what I need...

... every day

- get outside
- eat fresh vegetables
- ...

... weekly

- speak friends
- do sports (real sweating!)
-

... monthly

- drive to the recycling facility (paper, glass & stuff)
- have two days really off-screen
- ...

... a couple of times per year

- ...

Completely NOT HELPFUL for me (a.k.a. energy suckers):

- "forced" eating times (more than a day)
- do thinking work & be interrupted by folks
- ...

Wrap-Up



Acceptance



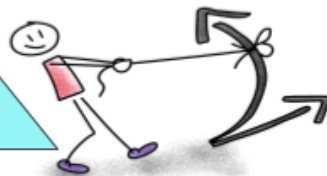
Defusion

Getting present

Psychological Flexibility:
willingness and ability
to respond
to what is happening
in the environment
rather than
what is happening in your mind



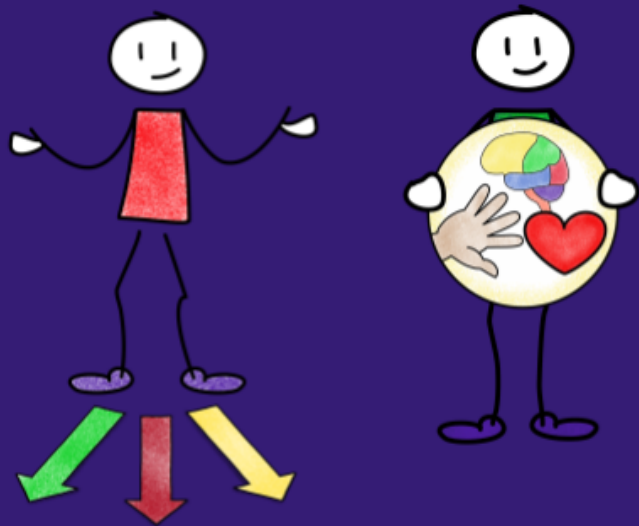
**Reconnect
to values**



**Engage & take
action**

self-as-context

Psychological Flexibility



Leading ourselves fully

1. stimulus \rightarrow response
2. more **options** \rightarrow choice
3. better **decisions** sooner

Thank YOUs

- To **Bettina Ruggeri** from www.agile-living.com for
 - all hand-drawn artwork
 - the 'Feelings & Needs at the workplace' overview
- To **all of you participating people** for
 - "just" being there
 - for asking questions in the chat
 - for asking questions via audio/video interaction
 - for adding your views & remarks on all channels possible
 - for participating so openly in the group-work exercise parts
- To **all of you who had the possibility to switch your video on**. That made it easier for me to "read the room" (which is always a challenge in a remote setting ;-))



Cosima Laube

Agile Navigation Coach

Experiences, Questions & more...

Share them!

→ cosima@respectAndAdapt.rocks