Wellness Weekly Review Journal


As library employees there are many factors that can affect our overall wellness from day to day. Our own physical health, the strain of outside social influences, dusty stacks and noisy patrons, stressful interactions, either a lack or overload of mental stimuli, and the potential ambiguity of our motivations and personal direction can all contribute to the satisfaction and wellness that we experience in our daily work.

This booklet is designed to help you monitor your personal wellness week by week through daily checks that can lead to overall balance. It can be a starting point to embark on your personal wellness journey. Everyone’s journey will be different!
Weekly Wellness Review

Complete wellness considers all aspects of a person’s life: physical, social, environmental, emotional, intellectual, spiritual, and occupational, which is the focus of this passport. Each element factors into your daily experiences at work in the library. The checkpoints suggested on the following pages focus on positive changes and observations that you can make to improve and enrich your daily routine in the library.

Before you begin, take time to define your weekly goals:

☐ Nutrition Goals.

☐ Fitness Goals.

☐ Personal/Time Management Goals.

☐ Current hobbies, interests, and pursuits.
Day 1

Date __________

**Physical**

☐ Nutrition Goals
☐ Fitness Goals

**Social**

☐ Today I initiated a positive, helpful interaction with.

**Environmental**

☐ Today I improved my work environment by.

**Emotional**

List two good things that happened to you at work today:
1.
2.

**Intellectual**

☐ Time Management Goals
☐ Today I challenged my mind by.

**Spiritual**

☐ Daily Quiet Time
☐ Today I worked toward my personal goals by.

**Occupational**

Take a moment to consider the good things that happened to you at work today and how you might continue to facilitate those experiences.
Day 2

Nutrition Goals
Fitness Goals

Today I initiated a positive, helpful interaction with:

Today I spent time in nature by:

List two good things that happened to you at work today:
1.
2.

Today I challenged my mind by:

Today was meaningful because:

Today I performed well at work by:
Day 3

Physical
- Nutrition Goals
- Fitness Goals

Social
- Today I initiated a positive, helpful interaction with:

Environmental
- Today I spent time in nature by:

Emotional
List two good things that happened to you at work today:
1.
2.

Intellectual
- Time Management Goals
- Today I challenged my mind by:

Spiritual
- Daily Quiet Time
- Today was meaningful because:

Occupational
The thing that I love most about my job is:
Day 4

Date __________

Physical
□ Nutrition Goals
□ Fitness Goals

Social
□ Today I initiated a positive, helpful interaction with.

Environmental
□ Today I spent time in nature by.

Emotional
List two good things that happened to you at work today:
1. 
2.

Intellectual
□ Time Management Goals
□ Today I challenged my mind by.

Spiritual
□ Daily Quiet Time
□ List one truth that impacted your day or occurred to you this week.

Occupational
Two things that I wish had gone better today:
1. 
2.
Day 5

Date _________

Physical

☐ Nutrition Goals
☐ Fitness Goals

Social

☐ Today I initiated a positive, helpful interaction with:

Environmental

☐ Today I spent positive time outdoors.

Emotional

List two good things that happened to you at work today:

1.
2.

Intellectual

☐ Time Management Goals
☐ Today I challenged my mind by:

Spiritual

☐ Daily Quiet Time
☐ Today I worked toward my personal goals by:

Occupational

☐ Today I performed well at work by:
Weekend

2 things that I will **do for myself** this weekend:

2 things that I would like to **improve on** next week:

**Highlight** of the week:

**Book** that I am reading (or would like to read this weekend):

Good-will or volunteer project (what I am doing **for others**):

My **overall wellness score** this week (personal rating) with 1 being lowest on how well you achieved your personal wellness goals as you define them and 10 being highest in all areas:

1 2 3 4 5 6 7 8 9 10

**Notes/Observations**