RE-IMAGINING THE DIARY

This toolkit has been designed to be completed over one week. There are three stages, which should be completed each day.

1. TRANSITION
These tasks are designed to help you transition from your busy work mode into a more reflective place. Use the dice to help you randomly select.

2. ACTIVITY
Once you feel more relaxed, find the days activity.

3. REFLECT
Finally, take a moment to reflect. Add your response for each day to reflect table.
We understand that, right now, your head is probably chiming with thoughts about your day and mental lists of the million things you need to do. So, firstly, congratulations for choosing to take a little time out.

In order to recalibrate your brain in preparation for today’s activity, we have a set of relaxation tasks, which we hope will help with that transition.

Use the dice (see next page) to select which relaxation task to do today. The symbols correspond to the six cards. So, have a roll, find the right card and enjoy this moment of calm.
Cut out the net below and fold into a cube. Use the tabs to glue it together.

Use the dice to randomly select a TRANSITION task.
Find a comfortable seated position or lie on your back. Breathe in through your nose and out through your mouth. Place a hand on your stomach. It should rise as you breathe in and fall as you breathe out. When you are comfortable taking full, deep breaths, try counting. Count up to 4 as you breathe in and 8 as you slowly breathe out. Repeat 10 times or for 2 minutes.
Take a moment for yourself with a cup of tea (or your drink of choice). Don’t rush. Find your favourite cup. Select your beverage. As you wait for the kettle to boil, try not to think about anything else. Pour the water with care. Make your drink exactly the way you like it. Then sit in a comfy chair and enjoy it.
Find a window with a view. Sit or stand comfortably where you can look out. Observe what you see without judgement. Say what you can see, either out loud or in your head, in as much detail as you can.
Follow this simple yoga routine.

Stand with your weight distributed evenly. Start by rolling your shoulders back and round. Inhale and reach up. Hold your left wrist with your right hand and stretch over to one side, then switch to the other side. Place your hands onto your lower back and lean back to open up your chest. Give yourself a hug and massage your shoulder blades. Swap your arms. Inhale, reach up, then fold forwards. Sway and “let go”. Then roll up vertebrae by vertebrae. Lastly clasp your hands behind you and gently circle your neck. Repeat in the other direction.
Choose one of the pieces of music from the list below. Play via an online service. Sit back, relax and enjoy.

**Erik Satie**
Gymnopedie 1

**Vaughan Williams**
The Lark Ascending

**Golden Ivy**
Klappen II

**Alice Coltrane**
Journey in Satchidananda (title track)
Find a comfortable seated position or lie on your back. Take a few deep breaths. Shift your focus to your feet. Observe any sensations there. On the out-breath allow them to relax. Slowly move your focus up through your body breathing and relaxing each part of your body as you go. When you reach your head, take a few more deep breaths and notice how your whole body feels.
You will find a different exercise for each day from Monday through to Sunday. Try to find a bit of time when you are unlikely to be interrupted. Even though this can be hard, 15-20 minutes per day will be enough to make the exercises worthwhile.

Choose a time that suits you. This might be first thing in the morning, reflections last thing at night or a moment of calm at some point in the day. It’s okay if this time changes from day to day. This diary time is just for you and these exercises are intended to support your well-being.
Clear out the clutter in your mind

Write whatever comes into your mind. It doesn’t matter how silly, petty, whiny or downright absurd it is. There is no pressure to be creative, although sometimes you might surprise yourself. No one ever has to read what you have written. Fill as many pages as you like with your words.

This exercise is essentially a brain drain. The aim of the game with free writing is to give your subconscious an outlet. The less you think about it, the better, just keep your hand moving.
STORYBOARDING

Guess what happened today?

When you got back from work today (or yesterday if you are doing this in the morning), were there any stories from the day that stuck in your mind? A funny interaction with a student? Or some kind of mishap?

Record the episode in your own comic book/graphic novel style using the storyboard picture and text boxes on the following pages. If sketching isn't your thing, stick people will do the job nicely!
When I woke up this morning I...

You won’t need a pen. Today you will be using the Mayfly Sound App to record a spoken diary entry. Begin your recording with the words: *When I woke up this morning I...* and see where that leads you. You can describe your day chronologically, and it’s fine if you go off on a tangent. Try to keep talking for at least one minute, or up to a maximum of five. If you can, round it off, so it’s clear you have come to the end of your recording.

It can feel a bit uncomfortable at first, if you’re not used to the sound of your own voice, but rest assured, the more you do it, the easier it becomes. Try not to think of the end result, just imagine you are talking to a friend on the phone.

Follow the instructions on the next page to find out how to download the Mayfly Sound App.
Download the Mayfly App

1. Search for **Mayfly Sound** on the Apple or Android App Stores.

2. Create an account by entering your email and password.

3. Name your collection.

**Record**

Press the record button to start recording a sound.

**Attach**

Attach it to a mayfly. You can also add up to 3 photos.

**Listen**

Hold your device over the mayfly to hear your sound.

www.mayflysound.com
THURSDAY

WELLNESS CHECK

How was your day?

A questionnaire on the following pages will help you unpack your day today (or yesterday if you are doing this in the morning). Your answers will allow you to reflect on the good bits (and not so good bits); consider your work/life balance, and think about something you would like to change.

If you want, you could repeat this for five consecutive days or once a week for a month. This might help you to identify patterns and any imbalances, and, over time, perhaps find ways to redress them.
Daily wellness check up

On a scale of 1 - 10 how would you rate your mood today, where 1 is rock bottom and 10 is over the moon.

1    2    3    4    5    6    7    8    9    10

What went well today?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What didn't go so well today?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Visualise your work/life balance:

Use your last full day from the time you woke up in
the morning yesterday to the same time this morning.
Out of 24 hours, how many hours did you spend on
each of the following headings?

Work:                        Home:
Social:                     Sleep:
Me:                         Other:

Now fill in your pie chart to create a visual
representation of your work/life balance.

*Each mark represents an hour, 24 in total.*
Set yourself a personal goal for tomorrow.
FRIDAY

DOODLING

Take your pen for a walk across the page

Take a pen, any old pen will do, and spend two minutes doodling. Notice what shapes and patterns take form as your pen moves across the page. As with Monday’s free writing exercise, try not to think too much. Let your pen do the work.

Doodling can be a relaxing activity because there’s not an end point or specific outcome required.

Can you spend 5 minutes doodling at different times of the day? If so, note down the time of day and location where you did your drawing. At the end of the day, look back over your doodles and observe whether they change according to what was happening, where you were or what mood you were in.
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The weekend is here, so, before you start thinking about next week, give yourself a moment to reflect. Today’s exercise is straight-forward diary writing. Use the following pages to write about your week.

The beauty of writing a diary is that it’s just for you. It is a place where you can unpack problems, record things you don’t want to forget, and be honest with yourself. Make the most of this time to talk to yourself about your week.
What's today's affirmation?

There are two parts to this exercise. The first is to write your own positive affirmation. The second part is to create a picture using the words from your affirmation.

An affirmation is a word or phrase that is repeated often and expresses a strong belief. A positive affirmation can be used to help create a positive outlook or feeling.

You can write your own personal affirmation for this week, or choose one from the list on the next page. It should hold special significance to you, affirming something positive about you and your life, or reminding you of something important. Write it on a piece of paper, or a post-it note on your desk, and repeat it to yourself throughout the week.
Create your own affirmation or use one of the ones below:

I am strong

Yesterday is not today

When it’s dark, look for stars

I take time to pause

I am creative

Once you’ve chosen your affirmation, draw the words into an emblem or a motif that adds a visual element to your affirmation. See example below:
After each activity, spend a few moments of reflection.

Do you feel better for it? What would you like to do with your diary entry from today? Would you like to share what you have done? Have you been inspired in any way?

Please use the table to record your responses. You can tick as many boxes as you like for each day. We hope this will act as a reminder for you when you look back.
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