

[TEMPLATE] Personal Accountability: Workflow & Daily Review

Metadata

Component	Status
Author	Adrian P Wilkinson
Created	2021-07-04-16:31:51
Updated	2021-07-04-16:31:51
Applies to	x

Date of Assessment

| -

Monitoring & Metrics

How am I feeling today?

| -

What's bothering me and why?

| -

Sleep & Relaxation

How did I sleep?

| -

Number of Hours Slept?

| -

Number of Interruptions?

| -

Details of Dreams, Nightmares or Flashbacks?

| -

Comments

| -

Health Assessment

How's my physical health?

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How do I feel physically?

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Any reactions and/or problems with medications?

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Any other comments?

| -

How's my mental health?

| -

How am I coping with my general mental health?

| -

How am I coping with my PTSD symptoms?

| -

How am I coping with my ADHD symptoms?

| -

Assessment of Symptoms & Risks

Results of Self-Assessments

Topic	Result
Depression	—
Anxiety	—
PTSD	—
ADHD	—
Insomnia	—

Do I have any comments?

| -

How am I going to address any issues?

| -

Do I need to follow-this up and, if so, with who?

| -

Comments

| -

Plan of Attack

Session 1

What are my top three priorities this session?

Pri	Details of Task
1	
2	
3	

Reminders

Have I checked my emails?

- Have I remembered to eat?
- Have I remembered to drink?
- Have I checked the service queue?

Session 2

What are my top three priorities this session?

Pri	Details of Task
1	
2	
3	

Reminders

- Have I checked the service queue?
- Have I checked my emails?
- Have I remembered to drink?
- Have I remembered to eat?

Session 3

What are my top three priorities this session?

Pri	Details of Task
1	
2	
3	

Reminders

- Have I checked my emails?
- Have I remembered to drink?
- Have I remembered to eat?
- Have I checked the service queue?

Comments

| -

End of Day Review

Today's Highlights?

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Today's Lowlights?

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Could I have done anything better or made it easier for myself?

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Do I need to do any preparatory work for the rest of the week?

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What obstacles did I face?

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Anything to report? (I.T. issues, stationary needed, etc)

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What didn't get done?

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Comments

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