Reworking The Work Blueprint

DAILY WORKSHEET

Reworking Your Work Blueprint starts with figuring out how you spend your workday. Use this worksheet to help you reflect on how you are spending your day and ask yourself the following three questions: "What did I learn?" "Where did I innovate?" and most importantly, "Who did I help?"

Monday

What Did I Learn?

1

Where Did I Innovate? What Did I Create?

2

Who Did I Help?

3

@nycbosslady | Copyright 2025 | www.yvetteschmitter.net | info@yvetteschmitter.net

Tuesday

What Did I Learn?

1

Where Did I Innovate? What Did I Create?

2

Who Did I Help?

3

Wednesday

What Did I Learn?

1

Where Did I Innovate? What Did I Create?

2

Who Did I Help?

3

@nycbosslady| Copyright 2025 | www.yvetteschmitter.net | info@yvetteschmitter.net

Thursday

What Did I Learn?

1

Where Did I Innovate? What Did I Create?

2

Who Did I Help?

3

Friday

What Did I Learn?

1

Where Did I Innovate? What Did I Create?

2

Who Did I Help?

3

@nycbosslady | Copyright 2025 | www.yvetteschmitter.net | info@yvetteschmitter.net

YOUR REWORKING THE WORK BLUEPRINT
END OF WEEK REFLECTION EXERCISE

Now that you have your workday data points, it's time to reflect. This is a very simple but highly recommended exercise to do on a regular basis - at least weekly.

BE STILL

This is a very important step. One of the many things 2020 taught me - slowing down can make all the difference in leveling up. Find a quiet, comfortable spot where you can sit for five to ten minutes uninterrupted at a table or somewhere you can write. Close your eyes and take at least four full, deep, calm breaths. This tip can be used anytime you want to ***slow*** down, take a moment to be grateful and have a quiet moment to yourself. It's also a great example of showing yourself some self-love.

EXAMINE

Still with keeping your eyes closed, scroll through the last 5-7 days. Not in detail, but at a high level. As you do, think back on 3-5 moments in your work week that gravitate towards and makes you feel good/smile. This is not the time to focus on all the things that went wrong or your problems. Don't get caught up in the negative narrative. Let those thoughts go, don't try to solve them. Just acknowledge and move on.
Now as you review your work week and thinking of those 3-5 moments, briefly write one or two words for each moment that immediately comes to mind. Don't force it. For example, "encouraged team" or "completed training."

Words

SURMISE

How does your list look? Take in each moment. How do you feel? Is there one that keeps pulling you back in? If so, journal about it. It doesn't have to be a diatribe or dissertation, just a short summary of your feelings, emotions.

@nycbosslady | Copyright 2025 | www.yvetteschmitter.net | info@yvetteschmitter.net

RINSE & REPEAT

Now you've identified and listed some really great moments from your week so instead of looking at what's left on your to do list or feeling like you haven't "done anything this week," rewrite the narrative. I've said it before and I will say it again, the words you speak are the house you live in. Tell yourself something like - "you know what, don't try to boil the ocean. There are some really good moments here and I've moved the needle. It's not a zero sum game." Many of us have an all or nothing attitude and if we don't do ***everything*** we planned, we feel like a failure or we've gotten nothing done. Instead, use this time to focus on the good and rewrite your narrative. Don't be so hard on yourself and starve yourself of positive feedback by waiting until you've reached your goal to be proud of yourself. Be proud of ***every*** step you take toward reaching that goal. Every step, no matter how big or small, is a step forward. Progress over perfectionism.

Now that you have a revamped narrative, how to put it to go use? Here's an example of the "how to":

When someone asks "how was your day?" instead of providing the knee jerk responses of "fine," "ok" or "a dumpster fire shit-show," change the narrative to include your positive feel good moments as your response.

Remember, you are the master of your fate, captain of your soul and the author of your story. You are not broken, you are more than enough and perfect just the way you are. Instead of the knee jerk response of "fine" or "ok," now say something like "actually, it's going pretty good. I was able to lend an ear and help a teammate chart a plan to reach a performance goal and was able to resolve an issue that helped my team deliver a critical outcome for one of our top customers. I'm super excited."

You're not going to master the rest of your life in one day - just relax. But you can master the day. They just keep doing that every day.

@nycbosslady| Copyright 2025 | www.yvetteschmitter.net | info@yvetteschmitter.net