MOOD AND PRODUCTIVITY JOURNAL
LITE

Custom Journals, LLC
www.moodcheckin.com

INTRODUCTION

MOOD AND HAPPINESS

Research shows that monitoring your mood on a regular basis leads to increased happiness, functioning, and productivity. This journal is a place for you to check in throughout the day, rate your mood, and express your emotions.

PRODUCTIVITY AND PLANNING

Productivity is producing quality output with the means we have at our disposal. To move closer to the goals we have set out for ourselves, we should strive to be efficient with our time, energy, opportunities, and resources. The Mood and Productivity Journal gives you the flexibility to make deliberate and strategic plans and increase your personal productivity.

CONVENIENCE AND PROCESS

By using this journal, you will be able to achieve the health benefits of tracking your mood and elevate your productivity to new heights. You can record everything you need to become happier and more productive by spending just five minutes in the morning and five minutes in the evening with one easy-to-use book.

This journal is for those who understand that a better mood leads to better productivity and better productivity leads to a better mood.

QUICK START

Date:............................ , 20...........

☀ MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

1 In the morning, take some time to rate your current mood on a scale from 1-10, describe your emotions, and acknowledge yourself for any recent accomplishments.

Right now, my emotions are: ....

☀ TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

25%   50%   75%   100%

1) ....   ○ ○ ○ ○

2) ....   ○ ○ ○ ○

3) ....   ○ ○ ○ ○

2 In the morning, choose up to three tasks you want to get done during the day. During the day, note your status toward completion.

☾ EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

3 In the evening, rate your current mood on a scale from 0-10 and explain your evening rating.

....

☾ GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

4 In the evening, note what your goals will be for the next day.

1) ....

2) ....

HOW TO USE THE LITE JOURNAL

At the Start of the Week

At the start of each week, fill in your "Quick Wins." Quick Wins are those small tasks that clutter your mind and your to-do list. Completing these tasks will have an immediate impact and make your day better. Quick Wins may include phone calls, mailing packages, or even just remembering to exercise. During the week, use this page to add new tasks and knock out old tasks.

QUICK WINS

This week I will do these quick tasks on my to-do list:

Status	Task	Date Added
◌	make dinner reservations	Aug. 2
◌	order new shirts for the group	Aug. 4

◇◇◇◇◇◇◇
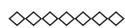
Every Day in the Morning

During your morning routine, find a quiet space and take five minutes to fill out your "Morning Mood Check-In" and "Tasks for Today." Use these five minutes as a time to reflect on the day ahead. These few minutes will help you pause and focus before you dive into your work.

MORNING MOOD CHECK-IN

My mood rating is ___6___ out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: content, motivated, nervous ....

1. *Mood Rating:* On a scale from 0-10 (with 0 being the worst you have ever felt, 5 being neutral, and 10 being the best), rate how you are feeling right now. Everyone has a different scale, and over time you will learn your own rating system. If you are struggling with your scale, just think of the best you have ever emotionally felt as a 10 and the worst you have ever emotionally felt as a 0.

2. *Emotions:* Using the suggested emotion list, label your feelings. This list is not exhaustive, so add any additional emotions as necessary to describe your feelings that day.

Angry	Frightened	Rejected	Amused	Excited	Motivated
Anxious	Frustrated	Resentful	Blissful	Focused	Optimistic
Ashamed	Irritated	Scared	Calm	Friendly	Peaceful
Bored	Guilty	Spacey	Cheerful	Grateful	Positive
Cautious	Lonely	Stressed	Confident	Interested	Proud
Depressed	Nervous	Terrified	Curious	Intrigued	Relaxed
Disappointed	Numb	Tense	Determined	Hopeful	Relieved
Embarrassed	Overwhelmed	Unhappy	Ecstatic	Happy	Satisfied
Exasperated	Regretful	Withdrawn	Energetic	Joyful	Safe
Foolish	Paranoid	Worried	Enthusiastic	Mellow	Secure

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

		25%	50%	75%	100%
1)	Work on introduction to thesis	●	●	●	○
2)	Read for 60 minutes	●	●	○	○

Each morning, choose up to five tasks that you want to accomplish that day. Try to choose tasks you can complete in a single day, rather than open-ended or long-term projects. For larger projects, consider breaking them into chunks; make those chunks tasks that you can accomplish in a single day. Never feel obligated to write down five tasks in a day – be realistic and true to yourself and your schedule.

Over the course of the day, as you make more progress on your tasks, note your progress in the Status column. At the end of the evening when you are planning for tomorrow, try to schedule time to finish any leftover tasks from the day.

◇◇◇◇◇◇
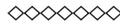
Every Day in the Evening

Find a quiet place and take five minutes to reflect on the day that is now behind you. Here you will complete your "Evening Mood Check-in," and your "Goals for Tomorrow" sections.

> ### EVENING MOOD CHECK-IN
>
> My evening mood rating is ....7.... out of 10 because:
> *Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.*
>
> I exercised for 30 minutes and finished all my tasks today.

1. *Mood Rating:* On a scale from 0-10 (with 0 being the worst you have ever felt, 5 being neutral, and 10 being the best), rate how you are feeling right now. Of course, your evening mood rating will be based on what happened to you during the day, including factors beyond your control. Everyone has a different scale, and over time you will learn your own rating system.

2. *Reasons:* Instead of expressing your emotions like you did in the morning, give a reason behind your evening mood rating. Watch for patterns in your daily reports that you can use to make enhancements to your routine.

> ### GOALS FOR TOMORROW
> Tomorrow, I will to commit to doing the following activities and tasks.
>
> 1) Doing laundry

Just like your task list in the morning, write down what you hope to get done the next day. This can be anything from household chores to specific assignments for massive work projects. Be proactive in managing your productivity to achieve the goals you set out for yourself.

◇◇◇◇◇

At the End of the Week

Before you start the next week, fill out your "Week in Review" and "Week Ahead."

> **MY WEEK IN REVIEW**
> This past week, my mood and productivity were:
>
> My mood was 7 on average – it helped that I was able to get through all my tasks for
>
> the week and go to the concert I was very excited about!

In this space, step back and reflect on the previous week as a whole. What were your big wins for the week? What were your biggest hardships? Write down your reflections to help you move ahead armed with information that can improve your upcoming week.

> **MY WEEK AHEAD**
> This upcoming week, here are the ways I will improve my mood and boost my productivity:
>
> This upcoming week I have to outline the project due on the 10th
>
> I will also take more time this week to meditate before bed

Use this space to plan ahead by picking tasks and goals you know will continue to uplift your mood and drive your productivity. By planning ahead, you can start to focus your resources on those things that are important to you and your well-being.

WEEK ONE

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*"The secret to getting ahead
is getting started."
- Mark Twain*

Dates: ……………….. to ……………….. , 20 …………..

QUICK WINS

This week I will do these quick tasks on my to-do list:

Status	Task	Date Added
◌		
◌		
◌		
◌		
◌		
◌		
◌		
◌		
◌		
◌		

NOTES

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3

Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

Today, completing these tasks will make me feel productive.

	STATUS
	Progress toward Task today

	25%	50%	75%	100%
1)	◯	◯	◯	◯
2)	◯	◯	◯	◯
3)	◯	◯	◯	◯

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW

Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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4

Date: .... , 20 ....

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....
2)
....

Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

Task	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....
2)
....

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7

Date:............................ , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY	STATUS

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

		25%	50%	75%	100%
1)		○	○	○	○
2)		○	○	○	○
3)		○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Date:......................... , 20.........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

	STATUS			
TASKS FOR TODAY	*Progress toward Task today*			
Today, completing these tasks will make me feel productive.	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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9

Date:........................... , 20.........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

Today, completing these tasks will make me feel productive.

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW

Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Dates: .... to .... , 20 ....

MY WEEK IN REVIEW
This past week, my mood and productivity were:

....

....

....

....

....

....

....

....

MY WEEK AHEAD
This upcoming week, here are the ways I will improve my mood and boost my productivity:

....

....

....

....

....

....

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WEEK TWO

"Happiness is not a goal;
it is a by-product"
- Eleanor Roosevelt

Dates: ……………………. to ………………….. , 20 …………..

QUICK WINS

This week I will do these quick tasks on my to-do list:

Status	Task	Date Added
○		
○		
○		
○		
○		
○		
○		
○		
○		
○		

NOTES

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13

Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

	STATUS *Progress toward Task today*			
	25%	50%	75%	100%
1)	◯	◯	◯	◯
2)	◯	◯	◯	◯
3)	◯	◯	◯	◯

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....
2)
....

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14

Date:........................ , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

Today, completing these tasks will make me feel productive.

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW

Tomorrow, I will to commit to doing the following activities and tasks.

1)
....
2)
....

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15

Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

	STATUS
Today, completing these tasks will make me feel productive.	*Progress toward Task today*

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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16

Date: .... , 20 ....

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY
Today, completing these tasks will make me feel productive.

STATUS
Progress toward Task today

	25%	50%	75%	100%
1)	○	○	○	○
2)	○	○	○	○
3)	○	○	○	○

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

Today, completing these tasks will make me feel productive.

	25%	50%	75%	100%
1)	◯	◯	◯	◯
2)	◯	◯	◯	◯
3)	◯	◯	◯	◯

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW

Tomorrow, I will to commit to doing the following activities and tasks.

1)
....

2)
....

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Date:........................... , 20..........

MORNING MOOD CHECK-IN

My mood rating is .... out of 10.
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

Right now, my emotions are: ....

TASKS FOR TODAY

	STATUS
Today, completing these tasks will make me feel productive.	*Progress toward Task today*

	25%	50%	75%	100%
1)	◯	◯	◯	◯
2)	◯	◯	◯	◯
3)	◯	◯	◯	◯

EVENING MOOD CHECK-IN

My evening mood rating is .... out of 10 because:
Define your personal range. In general, 0 is the absolute worst and 10 is the absolute best.

....

GOALS FOR TOMORROW
Tomorrow, I will to commit to doing the following activities and tasks.

1)
....
2)
....

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Dates: .... to ...., 20 ....

MY WEEK IN REVIEW
This past week, my mood and productivity were:

....

....

....

....

....

....

....

....

MY WEEK AHEAD
This upcoming week, here are the ways I will improve my mood and boost my productivity:

....

....

....

....

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If you enjoyed using the Mood and Productivity Lite Edition, order the complete Mood and Productivity Journal from moodcheckin.com/lite.

The Mood and Productivity Journal Complete is portable and hardbound with:

- Weekly journaling prompts to improve overall well-being
- Daily affirmations
- Daily quotes and challenges
- And much more to elevate your mood and enhance your productivity

If you have any feedback, questions, or comments about the Mood and Productivity Journal, email info@moodcheckin.com.