

# 4-Day Work Week Pilot Journal Prompts

When IONS decided to trial a 6-month Pilot for the 4-Day Work Week, we wanted to make sure we were taking the time to reflect individually on the impacts, improvements, and challenges that we were experiencing and we periodically met to share themes or learnings from those reflections. Along with completing a regular “pulse survey”, this helped inform our evaluation of the pilot to create a case for continuing - or not.

These reflections remained confidential to each employee, we did not ask them to share their notes or anything else that they were not comfortable offering in the monthly check-in conversation. The purpose of these reflections was to have the team reflect on the same questions and to collect themes that would support the evaluation of the pilot in a qualitative way and allow for us to identify any changes we could or should make throughout the pilot to ensure it's success.

## Journal Frequency

For our 6-month pilot, the IONS team decided to prioritize a bi-weekly individual journaling schedule with a monthly meeting to connect together and share themes or highlights that came up from those reflections. We started the pilot with a longer more in-depth list of questions and then used a shorter set of questions for the bi-weekly reflections for the remainder of the pilot. This document includes both lists of prompts.



## Journal Questions

### Pilot Start

We each responded to the following questions at the start of the 6-month pilot:

**How are you feeling about your ability to manage your current workload?**

**How are you feeling about your current work life balance?**

**What are you nervous about with the four-day work week?**

**Describe how you would feel with a successful four-day week? (What do you hope to feel that is different than how you are feeling now)**

**What supports and information do you need access to be successful in your role?**

## Bi-Weekly Journal Questions

We each responded to the following questions every two weeks during the 6-month pilot:

**How am I feeling about my four-day work week? Am I feeling accomplished, stressed, satisfied, worried, etc.?**

**How am I feeling about my ability to manage my current workload?**

**Am I achieving the goals/deadlines that I've set for myself?**

**How am I using my time, are there things that are taking up more or receiving less time?**

**How is my relationship with the organization, my coworkers, the community? Has there been any changes positive or negative in these relationships?**

**Has there been any changes to my work-life balance since starting the 4day work week?**

**What are the things that I've noticed about how I work or use time? Are there things that are taking up more or receiving less time?**

**What supports/changes have helped me be successful to compress 5 days worth of work into 4 days? Have there been any barriers?**

**Is there anything else that I am holding that hasn't already been addressed?**



## Capturing Themes

For the monthly check-in meeting, we connected fairly informally and leaned on some of the discussion prompts below to help organize and capture the themes and highlights from the conversation. This is not an exhaustive list.

- **What are some of the challenges that came up for us this month?**
- **What were some of the successes?**
- **How are each of us feeling about our ability to manage our workloads?**
- **Have we had to work on Fridays during this period? What were some factors that lead to that?**
- **Is there anything we can or need to change right now to help address some of the challenges?**
- **Do you have any other highlights you'd like to share?**