



Day Crafting The Introductory Workbook



**Foundations for the
daily practice of
making a good life**

By **Bruce Stanley**

- Making daily meaningful progress
- Developing an intentional practice
- Working with your energy and mind-set
- *See inside for more ...*

Day Crafting The Introductory Workbook

**Foundations for the daily practice
of making a good life**

By **Bruce Stanley**

Day Crafting – The Introductory Workbook is the first book from the Apprentice Series and is a pre-requisite for any further workbook in the series.

Coming soon in the Apprentice Series:

Day Crafting: The Body-clock Workbook
Day Crafting: The Productivity Workbook
Day Crafting: The Wellbeing Workbook
Day Crafting: The Change Workbook

Contents

You will need	5
To you from Day Crafting apprentices	6
Why learn Day Crafting?	8
Learning, satisfaction and empowerment in the workshop	12
Possible starting points for the Apprentice Day Crafter	14
Problem hunting	16
From problem to how might I ...?	18
Material	22
Our energy budget	24
How much of your day is on autopilot?	26
Why are we habitual?	27
Elephant and Rider	28
Day Crafter's mindset	30
Process over product	32
Apprentice Tools	38
Design – Craft – Review	39
Intention setting	42
Meaningful Progress	48
Creative ways to measure progress	52
Adapting and making your own tools	54
After two weeks practise	55
Expectation	56
Why is balance important?	60
Metrics	62
Design Objectives	64
Identity based development	74
Purpose, meaning and the sacred	76
Control or Surrender	78
Design Notes Journaling	82
Projects	84
Unskilful / Skilful	85
Next Steps and Deliberate Practice	88
Practise Cadence	90
Next steps	94
Further workbooks	95

To you from Day Crafting apprentices

“ I thoroughly enjoy Day Crafting. As a mum of three and running two businesses I often found my days just filled up and I ended up feeling overwhelmed and having little time for what I would like to be doing. I made a very radical step of scheduling in a 2 hour lunch break including a nap and a walk which has actually made me far more productive. I wouldn't have even considered this an option before.

Rosie Freeman. Therapist

Day Crafting has helped me create life giving daily rhythms and confidence in how to best schedule my days. The simple tool of setting an intention can lead into a day that feels more giving and constructive. There is so much more to learn through Day Crafting which makes for exciting days.

Matt Freer. Project Manager

I decided to start Day Crafting because, having retired, I found myself, for the first time in my life, with a bit of time on my hands. It was not that I could not find things to fill the time – I am never bored – but I wanted to be more intentional about how I used my time. I wanted to craft the life I wanted rather than just drift into a different sort of busyness. Day Crafting is excellent! What sets this apart from other methods is partly the concept but also the superb course material. The material is well thought through, interesting and beautifully produced. A few months since starting, I can definitely say Day Crafting has helped me live more intentionally.

Maya Bimson. Retired

Future you doesn't really exist.
What are you postponing that
you can **experience** today?

Goals don't produce results,
only practise does. What prac-
tise can you devote **today** to?

Time not money is critical to
your **happiness**. How can you
wisely invest your time today?

The happiest we can be is
today. What's the simplest
thing you can do **now** to raise
your wellbeing?

The good life is not arrived at, it
is only experienced now. How
can you **craft** a good day?

Life improves when you can
craft each day you're living.
What skills and tools do you
need to craft today?

Why learn Day Crafting?

Crafting higher quality time

Day Crafting develops the skilled use of time which is a much better enabler of happiness and flourishing than money or possessions. Imagine days where more gets done without feeling overly busy and there is room for the slow appreciation of good things such as food and music and connection with friends and family.

Remodelling health and balance

Day Crafting deliberately balances all of us; the different aspects of our day, our energy rhythms and our interior and exterior life. Rest is as important as working. Deep work is as important as deep play.

Growing through process

The development and strengthening of positive identity through craftwork methodologies is a different model for change, that emphasises the accumulation of small wins and meaningful progress measured daily, rather than a focus on future and momentary milestones.

Forming skills and confidence

Living your days well, living them skilfully, rewards you with a sense of pride and strengthens a positive identity and personality. Every day that you make meaningful progress feels energising, empowering and freeing.



Forging memorable moments

Particular moments from special days are the highlights of the story of our lives – novel experiences or moments of awe or pride. Days to remember forever. These days don't need to be left to chance, they can be deliberately crafted and every Day Crafting apprentice should be able to design these days as often as they want.

Reshaping career and productivity

Being time and energy centric through Day Crafting can make you, ironically, *more* productive and successful in your career than being money and status orientated. With this shift comes pro-social benefits, better relationship with colleagues and customers.

Day Crafting is a craft so welcome to the workshop

Craft vocabulary is in everyday speech, such as: form follows function, fitness for purpose, broad brushes, frames of reference, shaping, palettes, the working surface and the cutting edge.

Day Crafting uses the language, concepts, rhythms, values and philosophy of craftwork as a frame. As a potter or carpenter or mason is to their material, so a Day Crafter is to their day.



Traditional ethos, modern application. Craft practice now embraces new disciplines including coding, photography and writing, to name a few, and the badge 'craft' stamps various products with a distinct value, e.g. craft cheese or craft beer.

And craft is not synonymous with shaping physical materials. As far back as the 6th century, some monastics described their communities as 'workshops' and their rules as 'tools'.

Craftwork has always included *soul-craft* as a side effect; the maker is shaped by shaping. None of that is lost in Day Crafting.

Practical exercises from this workbook

Let's get started. Day Crafting is one part theory to five parts practical. Just like any craft skill, you learn by doing.

Throughout this workbook you will see these **four icons**. They represent opportunities and suggestions for action intended to help you learn, design and reflect, and develop skill.



This icon represents an **exercise to complete in your own notebook**. In Day Crafting, your notebook is called **Design Notes**.



This indicates an **exercise to complete directly in this workbook**. Space is provided (you can use your Design Notes instead).



This indicates a **practical activity** to design into your day. The bulk of Day Crafting is in the doing.



And this is an **idea or question** to give some thought to. Hold it in your mind to shape and develop.

How is your day going?

We're asked this question from time to time by other people – and by ourselves. Ask yourself this question now. If the day could be going better – how might you improve what remains of the day?

To explore the question further, imagine you could glance at a dashboard that represented you and your day. What would it show right now – how would the gauges read?

Draw a pointer on each of these scales representing you now



Low or no **energy**,
exhausted



High **energy**,
flourishing

Distracted,
unproductive



As **productive**
as I want to be

The day is out of
balance



Contented, the day
is **balanced**

Uncontrolled
mental state



Controlled
mental state

I have ignored my
self-care



I have maximised
self-care

What is **one small thing** you can do with what remains of today to improve one (or more) of these measurements? Write an idea in the space below.

Even with simple **Day Crafting** skills, you should be able to steer your days towards the positive end of these scales. More good days add up to a good life and develop skills which strengthen the daily practise in a positive feedback loop.

What could you achieve with greater skill? That is what Day Crafting is about, developing the skills and enjoying the practice.

Problem hunting

Try this exercise: think through an average of recent days and rate each of these broad areas by ticking one of the boxes on each row. E.g. if in the last week you haven't slept well, you might tick the middle column. Some of the headings are open to interpretation; what they mean is up to you.



			1. Getting a good quality sleep
			2. Good nutrition and eating well
			3. Getting healthy exercise every day
			4. Restoring energy through rest and self-care
			5. Overall health
			6. The sense of connection to other things
			7. Healthy emotions under control
			8. Able to focus on tasks
			9. Enjoying wellbeing and happiness
			10. Kind inner dialogue
			11. Meaningful productivity
			12. Healthy relationships
			13. Good habits and controlling bad habits
			14. Finding a flow state in work or play
			15. Skilled use of time
			16. Acting with heartfulness when possible
			17. Focus on what's meaningful
			18. In touch with spirituality
			19. Expressing gratitude
			20. Investing in self development

Not a problem

A small problem

A big problem

Here are a few provocative backup questions for problem hunting if the exercise above doesn't work for you. Ask yourself: what is broken in your days that you'd like to fix, or is there a mistake you make on a regular basis that you'd like to remedy, or what's the first thing you'd change to improve your days?

How much of your day is on autopilot?

Think of a habit as something you do with very little conscious effort, something or a sequence of things you do on autopilot. When you consider the following routines in your own life, to what degree are they habitual?



Write a percentage in each box. The more you assess you are on autopilot in this part of your day, the higher the %

Getting up and ready	<input type="text"/>	%
Morning till lunchtime	<input type="text"/>	%
Afternoons	<input type="text"/>	%
Transition from work to leisure	<input type="text"/>	%
Evenings	<input type="text"/>	%
Interactions with friends / family	<input type="text"/>	%
Interactions with colleagues	<input type="text"/>	%
Inner dialogue, self-talk	<input type="text"/>	%

There is no right answer here, it is a self assessment but it may be interesting to get a second opinion from someone that knows you well to see if their assessment of your habitualness is the same.

Some research suggests that 50% of our days are on automatic but most of the Day Crafting apprentices I have asked think this is low and would give themselves a higher percentage.

Other research shows that we're likely to be more habitual the older we get but for most of us there is also the desire for novelty, change and first time experiences. This is one of the aspects we like about holidays in new places – but novelty and diversion from routine comes at a cost to our energy budgets.



Are you motivated to craft any of the above parts of your day?

Process over product

Lots of methodologies help with personal development or accomplishment or making change and improvement by moving towards something better. Or they work remedially; by moving away from something worse. Day Crafting fits into this space but to be really clear, it does not focus on defining a future state, or **the product**.

Nearly everyone can imagine exciting future goals – the rider is good at this – but it is another skill altogether to affect the quality of the day we are actually in, **the process**. This is the behavioural cutting edge, the working surface where we actually are.

The Day Crafter makes a good life from good today's – this is where the practice is – and where the challenge is.

Culture tells the wrong story about success and flourishing. Results have very little to do with the future goals we set and nearly everything to do with the systems of practice we have in place – the craftwork – which is why Day Crafting places *today* above tomorrow. It is a liberating shift: when the process is more important than the result, you play. When the result is more important than the process, you work.

Future aims and outcomes exist for the Day Crafter – imagine a sketch of a finished piece – but only in as much as they help clarify direction when clarity is needed.

The future goal is de-emphasised.

After all, it is achieved in one moment on one day and often it doesn't provide the present us (mostly elephant) with what future us (mostly rider) thought it would when we planned it.

A Day Crafted life aims to make every day count.

The coaching model of goals and winning and being the best means that the further we progress, the fewer of us there are – but craftwork doesn't fit this framework; it is egalitarian, we can all be craftspeople and develop skill and mastery with no competition or comparison – and in service to those around us.



Instead of thinking, what is the meaning of my life?

Think, how can I make today meaningful?

Instead of thinking, what future state will make me happy?

Think, how can I craft time for this today?

Instead of thinking, what should I add to my bucket list?

Think, how can I fully experience today?

Instead of thinking, how can I make more money?

Think, how can I release more time?

Instead of thinking, who do I want to become?

Think, how can I be like this today?

Instead of thinking, how am I ever going to finish this?

Think, how can I break the task into day size chunks?

Instead of thinking, how can I cope with the fear of big changes?

Think, what small change can I experiment with today?

Instead of thinking, what is urgent?

Think, what is important?

Instead of thinking, what should I know about the future?

Think, what problem can I solve today?

Instead of thinking, how can I win the game?

Think, how can I practise better?

Instead of thinking, how can I keep everyone else happy?

Think, how can I make time for what I need today?

Instead of thinking, how can I face tomorrow?

Think, how can I make rest and self-care effective today?

Instead of thinking, what great results should I focus on?

Think, how can I channel my energy into better practise?

Instead of thinking, how do I make a successful innovation?

Think, how do I do brilliant innovating?

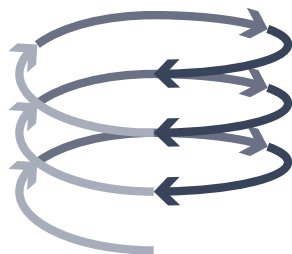
Instead of thinking, when will I arrive?

Think, how do I take the next step?

The Progress Loop

Within Amabile's work on meaningful progress is the idea of progress loops. A Day Crafting interpretation of these would be that a crafted day with a healthy 'Quality of Inner Life' gives the next day a better foundation on which to achieve the same, and so the progress loop strengthens.

The opposite is also the case. If a day is derailed and the quality of your inner life is poor, then the next day is vulnerable to the same.



Intention, Quality of Inner Life and Meaningful Progress reinforcing a positive loop across days.



How are your days vulnerable to being derailed?

As we've explored previously, if you can orientate yourself from product to process then your days take on a different emphasis but new challenges also emerge especially if we try to extend the progress loops to multiple, sequential days. If we focus on *systems of practise* and *process* then you may run into some common problems.

- **Boredom.** Practise sometimes means doing the same thing again and again and we need some way to cope with the monotony or reframe the issue.
- **Progress plateaus.** Development and improvement can appear slow or non-existent and motivation to continue is hard to find. Progress always plateaus so try measuring a different metric – see the next section.
- **Self discipline.** We may view ourselves as lacking this ingredient which we imagine we will run out of.

All of this is true for anyone making long-term progress so Day Crafting can only help. Identifying these hurdles and overcoming them could be the skills you need to develop; the *problem* you're ready to solve.

Work in **progress**
isn't supposed to
be **perfect** ... or
look good.

Relax into
beginning; enjoy
the **process** as it
deepens.

Motivation to
practise is more
important than
skill.

Look for the
problem, don't
over-focus on the
solution.

Why is balance important?

Balanced days are the stable foundation and the prerequisite for a flourishing life which maximises energy, self-esteem, optimism, purpose and behaviour. Balance is the foundation for whatever you want to use Day Crafting for: greater productivity, more effective rest, increased wellbeing, or more stable life changes.

I'm not suggesting that balance is always easy to achieve or that everything will suddenly be perfect if it is achieved, (perfection is unrealistic but the rider doesn't always understand that). What *can* be achieved with balance, without too much skill, are small wins and meaningful progress – which in themselves are fantastic outcomes. I know that if I look after the balance of my days, of the day that I'm living, then the flourishing life will be a lot easier.

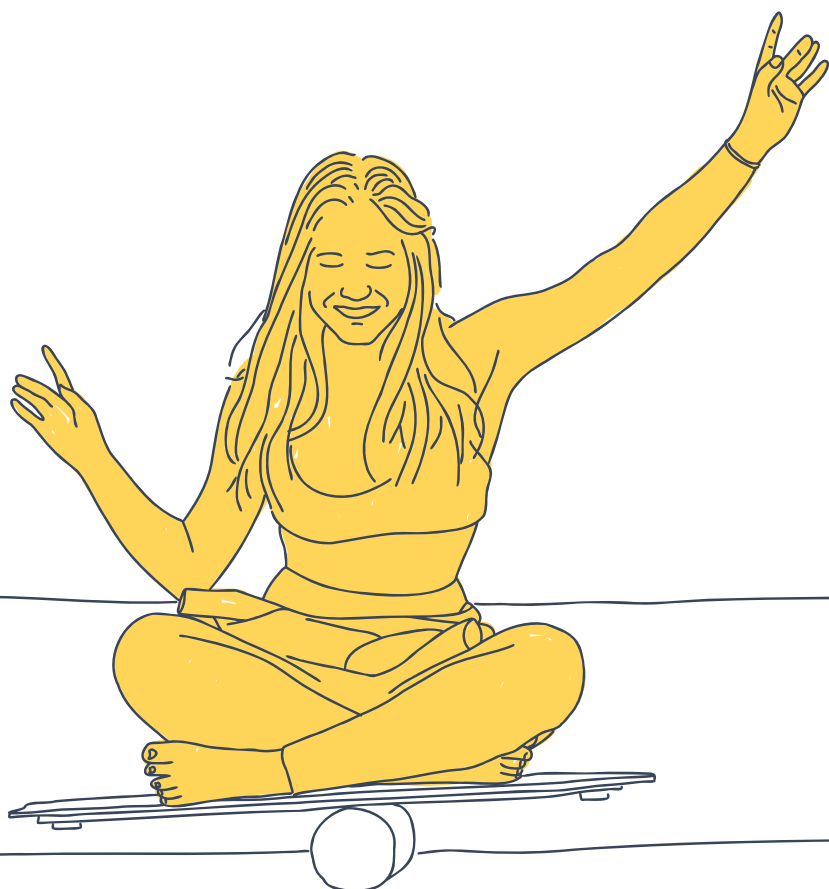
Balance is something we can keep an eye on during a day and remedy if necessary. Managing balance skilfully is a good candidate focus for a Day Crafting apprentice whilst more specific problems are detected.



How do we balance our day and how do we know when it is?

What we need is a simple diagnostic tool to help us tell if our day is out of balance and where to focus effort if it is.

This next section of the workbook will explore this.



The possibility and importance of balancing our days was one of the original motivations for creating Day Crafting. I was once part of a small team of facilitators taking a group of leaders through a development process. We were deep into exploring their days and their lives and their time-management and the topic of the necessity for holidays came up. One of the other facilitators mentioned that the monks following the Benedictine Rule didn't have or need holidays as all that was required for the 'balanced life' was within each day – enough work, enough rest and leisure, enough study and development etc. Whilst this argument needs some unpacking [it is not suggesting that every day is a monotonous carbon copy of the previous day] there is a lot of wisdom in the idea even at face value.

Further workbooks

This introductory workbook is self contained and gets an apprentice Day Crafter started. It includes some of the most valuable concepts and tools in the whole practice. However, in order to deepen your practise there are further workbooks to choose from.

Each of these builds on the introductory workbook and explores further specialisation. These will be available from the Day Crafting website where you can [sign-up for an occasional newsletter](#) to keep you informed of the production schedule and availability.

Day Crafting: The Body-clock Workbook

Designing days and harnessing the power of your chronobiology

- The extraordinary benefits of scheduling
- The when-to-do list and the power of your circadian profile
- Designing blueprints and memorable moments

Day Crafting: The Productivity Workbook

Crafting practice for deep work and productivity

- Implementing process systems to produce results
- Applying craftwork rhythms to modern work-life
- Enabling productivity with rest and play

Day Crafting: The Self-care Workbook

Active rest and wellbeing for everyday flourishing

- Complementing deep work with deep rest
- Reviewing energy use to increase wellbeing
- Understanding our deeper need for connection

Day Crafting: The Change Workbook

Daily practise for growth, identity and behaviour change

- Multiplying the power of intention with attention
- Applying design thinking to habit formation
- Daily progress on character and personality shaping

Glossary and Subject Index

A glossary of terminology and an index of subjects and where they're covered in depth and in which workbook can be found at daycrafting.com/workbooks

PS: If you've found this workbook valuable, please leave a positive review on Amazon and Facebook and tell your friends. Thanks, BS.

How often are your days as they could be?

Day Crafting is a set of practices and tools to help you make a good life one day at a time.

For makers of beautiful days

"Bruce's method is a goldmine of wisdom, experience and practical tools to help craft your days. Living a more intentional life, not a busier life was my goal when I started Day Crafting which offered so much useful information to help me achieve this. Day Crafting provides support to create better daily habits and there are a range of tools to fit anyone's needs."



Anna Macdonald
Artist and Teacher

#PersonalDevelopment
#TimeManagement

#Craft
#Wellbeing



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