

Personal Ops Dashboard Wellness Lens

Use the method

Bring a few private observations about sleep, energy, focus, and workload into one weekly view. Use this when you want to see conditions around your work without maintaining a large tracker. The result is one workload or schedule question and a practical change to review. Self-reported entries are observations, not medical measurements, a diagnosis, or a productivity ranking.

- 1. Choose a minimal view.** Use estimated sleep, energy in your own words, focus difficulty or interruptions, and planned versus actual work hours. You may omit any personal measure.
- 2. Define the entries.** Use the same wording or units for the week. Mark estimated or missing values. Do not combine different observations into a health score.
- 3. Record briefly.** Enter once daily or at another manageable rhythm. Keep personal details private and avoid unnecessary information about others.
- 4. Look for a work question.** At the weekly review, notice a recurring condition such as late work or repeated interruption. A pattern suggests a question, not proof of cause.
- 5. Choose one change.** Test a schedule boundary, workload adjustment, or clearer handoff within your authority. Name the change, start date, and what you will observe.
- 6. Review with care.** Ask whether the change improved the work situation. Do not use the dashboard to decide fitness for work or whether professional help is deserved. Persistent health concerns belong with a qualified provider.

Worked example

Illustrative week: the operator records estimated sleep hours, energy as low steady or high, interruption count, and actual work hours. One day is missing and stays blank rather than being entered as zero.

Late work and lower energy appear on two days. The operator writes a question: would an earlier handoff reduce late work? The entries do not establish that one caused the other.

The test is a 4 p.m. handoff checklist with the service owner. At next review, the operator checks late-work episodes and whether the checklist was usable. Personal sleep and energy details do not need to be shared.

The operator keeps only the observations that help a decision. There is no total wellness score, target ranking, or claim that a good-looking dashboard proves health or capacity.

Before you put it to work

- ☐ Units and wording stay consistent within the review period.
- ☐ Estimates and missing entries are explicit.
- ☐ Personal observations remain optional and private.
- ☐ One question leads to a bounded practical test.

If the problem keeps returning

If tracking feels intrusive or burdensome, remove fields or stop. A dashboard is useful only when it supports a decision; do not collect personal data merely because a column exists.

Connect the tools

Use PW-01 for capacity, PW-03 for a specific recurring signal, and PW-05 for schedule boundaries.

Working worksheet

Name or team _____ Date _____

Scope and setup

Week, private storage, chosen optional observations and units, entry rhythm, and review date.

Reusable record

Day	Sleep estimate optional	Energy words optional	Focus observation	Planned and actual work hours

Duplicate rows or this worksheet for additional records.

Use your own records. The examples on page 2 are illustrative. Continue on a duplicate worksheet when you need more space.

Personal observations are optional. Keep this worksheet in a private location and share only the work decision you choose to share.

Complete and review

Observation definitions

Which fields are useful, consistent units or wording, missing-entry rule, and privacy choice?

Question and one test

Observed work condition, uncertainty, practical change, authority, start date, and result to observe.

Weekly decision

Limited result, keep change or stop, workload discussion or professional support wanted, and next review.

Review after use

What work question did the entries reveal? _____

Which field can be removed? _____

What limited result supports the next decision? _____

Next action _____ Owner _____ Due _____