



A THE-FINAL-PIECE WORKBOOK

HOW TO JOURNAL

BY LEA SKAPETZE



YOUR GUIDE TO SUCCESSFULLY IMPLEMENT
JOURNALING IN YOUR EVERYDAY LIFE



WELCOME

Journaling changed my life.

Every time I've faced a major challenge, I've found myself coming back to one thing: journaling.

In the hardest moments – when I knew I had to level up mentally to push through, to grow, to reach my goals – journaling was my anchor.

If there's just one habit that can transform your self-awareness and strengthen your self-integrity, it's journaling.

This free guide will walk you through exactly how to build a sustainable journaling practice – one that fits into your everyday life and helps you unlock a deeper level of clarity, reflection, and personal growth.

Lea Skapetze



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HOW TO USE THIS WORKBOOK

This workbook is both your practical toolkit and theoretical foundation for building a sustainable journaling habit. We'll follow the simple but powerful structure: why – how – what.

Because no habit sticks without a meaningful why. Once that's clear, we'll dive into how to journal effectively and what tools and questions you can use.

You're welcome to move through the workbook in order, but you don't have to. If you're eager to jump straight into the journaling content, go for it. Use this guide in whatever way supports you best – it's yours.



QUESTIONS?
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IT IS THROUGH
WRITING THAT
I'VE LEARNED TO
CONTINUOUSLY
EXPAND MY
HORIZON.



CHAPTER ONE

WHY EVERYBODY SHOULD JOURNAL

You need to have the strongest why for anything you do – also for implementing the habit of journaling.





THREE REASONS FOR JOURNALING

You might be thinking, “I’m past journaling. I’ve reflected enough. I already know why I do what I do.”

But I want to challenge that. Every time I’ve thought the same, I was wrong. It was an overestimation of my self-awareness – and journaling humbled me. Each time, it uncovered patterns, beliefs, and blind spots I didn’t even know existed.

We’ll never fully access our unconscious mind. But if we want to grow – to become the person we’re meant to be – we have to bring as much of it into the light as possible.

That’s why journaling isn’t just for beginners. It’s for everyone, at every stage of life.

Here are three reasons why it’s worth picking up the pen again – no matter your age, gender, or background.





REASON N° 1

CLARITY

Journaling gives me a clearer view of what's going on – both inside and around me. No matter how overwhelmed I feel, when I journal regularly, I gain perspective. I know where my priorities lie. Putting thoughts on paper helps me organize my emotions and structure my tasks – from inner chaos to practical to-dos.

REASON N° 2

CERTAINTY

Sometimes it feels like I'm running in circles, chasing goals that seem out of reach. I question whether I'm even on the right path. But journaling gives me a weekly or even daily check-in with myself. I can say, Yes, I'm moving forward. I did X, Y, and Z today to get closer to my goal – and I know what I'll do tomorrow. It keeps me grounded in progress, one step at a time.





REASON N° 3

REFLECTION & INSIGHT

The most beautiful part of journaling
is that it helps me think new
thoughts.

Did you know that 95% of the
thoughts we think each day are the
same as the day before? That's wild.

But when I let my mind wander freely
while journaling, I often stumble upon
completely new insights – about
myself, others, and the “why” behind
our actions. Of course, not every
session leads to a mental
breakthrough, but sometimes I've sat
in awe, deeply grateful for the space I
gave myself to uncover something
new from within.





CHAPTER TWO

HOW TO GET STARTED

The problem why many people struggle to start journaling is that they don't know where or how to start. I have developed a journaling practice that is based on 3 steps and works for anyone.





STEP 1: DEFINE YOUR LIFE SESSIONS






Most people structure their lives around societal time frames: years, months, weeks. But does that rhythm really reflect your reality? Probably not.

In my experience, it's far more effective to organize life into sessions – flexible time periods that match what's actually happening in your world. A session can be defined by anything that marks change: a university semester, a trip, a competition, or the lead-up to a big exam.

Ideally, a session spans 8–15 weeks and has a clear focus, like studies, work, fitness, or a personal project. It helps you stay aligned and intentional with your time and energy. Here's an example of how I structure my sessions:

EXAMPLE:

Sessions - Overview

Session	Title	Time frame	Duration	Locations	Focus
1	Hustle Summer	19/05/25 - 31/08/25	15 Wochen	 	Work & Sports
2	Competition Season 2025	01/09/25 - 07/12/25	14 Wochen	 	Sport
3	Balance & Recovery in Bali	8/12/25 - 17/2/26	10 Wochen		Personal & Uni



STEP 2: DEFINE YOUR LIFE AREAS

We all play multiple roles: student, friend, professional, athlete, family member. Defining your life areas gives you a clearer picture of what your life is made up of – and who you want to be in each role.

Some areas are long-term (e.g., health, career, personal growth), others are temporary (e.g., university). Once you've mapped them out, ask yourself:

- What are my goals in each of these areas?
- What kind of person do I want to be here?

You can go one step further and define your ideal time distribution. A week has 168 hours. If you sleep 8 hours per night, you've got 112 waking hours. How do you want to spend them across your life areas?

EXAMPLE:

Life area	Hours per week	%
Work	40	$40/112 = 36\%$
Uni	25	$25/112 = 23\%$
Sports	35	$35/112 = 31\%$
Social	6	$6/112 = 5\%$
Personal	6	$6/112 = 5\%$



STEP 3: DEFINE YOUR ROUTINE

Thinking about journaling won't help unless you actually do it. Consistently.. And for that, you need a routine that fits your life. You don't need an hour every morning with candles and paper. You need something sustainable. If you've got a busy job, kids, or early mornings – be realistic. What matters is consistency, not perfection.

Here's what works for me (and what I recommend):

- **One short daily journaling session** (even just 5 minutes)
- **One longer weekly session** (about 60–90 minutes)

That way, you stay connected to yourself every day, and once a week you go deeper, reflect on emotions, patterns, progress. Also: use the mode that works for you. Forget the myth that journaling must be handwritten in a fancy notebook. I journal in Notion on my laptop. It's fast, efficient, and I can reuse my templates.

So, the golden rule is:

Do what floats your boat — but make sure it keeps floating.

EXAMPLE:

Ad	Name	Date	Type	Location	# Focus	# Mood	# Productivity
🔥	S4/D1	May 19, 2025	Daily	New York	60	70	20
🔥	S4/D4	May 22, 2025	Daily	New York	50	80	20
🔥	S4/W1	May 25, 2025	Weekly	In the air :)	20	90	10
🔥	S4/D8	May 26, 2025	Daily	Munich	50	50	30



CHAPTER THREE

WHAT TO WRITE IN YOUR JOURNAL

Now that we clarified our Why and we defined our How - we can move on to understand what are good prompts that trigger new thoughts and effective reflections on a daily and weekly basis.





THERE'S NO NEED TO REINVENT THE WHEEL

I use a simple template for my daily journaling (about 10–15 minutes) and a more in-depth one for my weekly reflections (60–90 minutes).

You'll find both templates along with explanations on the next pages.

Keep in mind: I adjust my templates for each life session, depending on which areas I want to focus on more during that time.

Feel free to adapt anything that resonates with you. These templates are just a starting point – so you never have to face the blank page without direction.

PS: I also have these templates in German, feel free to ask me for that version! ;-)

I am so lucky. Everything works out for me.

Today.

What am I grateful for today?
• List

What are 5 successes I had today?
• List

What are 5 things I could have done better today?
• List

How did I make progress today in these life areas?

Life area 1
Life area 2
Life area 3
Life area 4

For what can I love myself today?
Empty quote

Tomorrow.

What will I achieve tomorrow?
• List

What will I put the most effort into?
Empty quote

What's my number one goal for tomorrow?
Empty quote

What do I remind myself of if it gets really hard?
Empty quote

I am so lucky. Everything works out for me.

A) Reflection of the past week

Struggle	Successes	Potential for optimization
Life area 1		
Life area 2		
Life area 3		
Life area 4		
Life area 5		
Life area 6		

B) Goals for next week

Life area 1
 d

Life area 2
 d

Life area 3
 d

Life area 4
 d

Life area 5
 d

Life area 6
 d

What is my number one goal of this week?
Empty quote

C) Deep Dive

What was the thing I struggled with the most this week?

▼ The thing

- ▼ What was it that I struggled with?
Empty toggle. Click or drag blocks inside.
- ▼ What can I change or influence about it?
Empty toggle. Click or drag blocks inside.
- ▼ What could be positive about this struggle?
Empty toggle. Click or drag blocks inside.

In what situation...
...was I the person that I want to be?

Situation	How can I create more of it in my life?

...did I grow and leave my physical or mental comfort zone?

Situation	How can I create more of it in my life?

...could I help another person and have a positive impact on them?

Situation	How can I create more of it in my life?



DAILY TEMPLATE

META INFORMATION

Aa Name	📅 Date	📍 Type	☰ Location	# Focus	# Mood	# Productivity
👤 S4/D1	May 19, 2025	Daily	New York	60	70	20

Session nr + day nr

Date

Type (daily or weekly entry)

Location

Scores (x/100): How focused was I? How was my mood? How was my productivity?

CONTENT

My motto:-)

I am so lucky. Everything works out for me.

First part

Reflection of this day (I journal in the evening!)

Today.

What am I grateful for today?

- List

What are 5 successes I had today?

- List

What are 5 things I could have done better today?

- List

How did I make progress today in these life areas?

Life area 1

Life area 2

Life area 3

Life area 4

For what can I love myself today?

Empty quote

Tomorrow.

What will I achieve tomorrow?

- List

What will I put the most effort into?

Empty quote

What's my number one goal for tomorrow?

Empty quote

What do I remind myself of if it gets really hard?

Empty quote

Second part
Planning of the next day



WEEKLY TEMPLATE #1

META INFORMATION - IT IS THE SAME AS FOR THE DAILY :)

S4/W2	June 1, 2025	Weekly	Munich	75	85	80
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Session nr + day nr

Date

Type (daily or weekly entry)

Location

Scores (x/100): How focused was I? How was my mood? How was my productivity?

→ here i put the gut-felt average for this week

CONTENT

My motto :-)

I am so lucky. Everything works out for me.

Part A:

Reflection on what was positive and what was negative in my different life areas in the past week

A) Reflection of the past week

Bereich	Successes	Potential for optimization
Life area 1		
Life area 2		
Life area 3		
Life area 4		
Life area 5		
Life area 6		

B) Goals for next week

Life area 1

d

Life area 2

d

Life area 3

d

Life area 4

d

Life area 5

d

Life area 6

d

What is my number one goal of this week?

| Empty quote

Part B:

Setting my goals for my different life areas for the next week

Picking one weekly goal (if there was only one goal i could reach this week, what would be the most important one?)



WEEKLY TEMPLATE #2

CONTENT

After the more structured reflection on what went well and what didn't – and after setting goals for the week ahead – this deep dive section is where I truly let my thoughts flow. I take my time to explore one specific topic, challenge, or theme that stood out or felt particularly difficult during the week.

Part C:

Deep dive on a topic that I struggled with the past week



C) Deep Dive

What was the thing I struggled with the most this week?

▼ The thing

▼ What was it that I struggled with?

Empty toggle. Click or drop blocks inside.

▼ What can I change or influence about it?

Empty toggle. Click or drop blocks inside.

▼ What could be positive about this struggle?

Empty toggle. Click or drop blocks inside.

In what situation...

...was I the person that I want to be?

Situation	How can I create more of it in my life?

...did I grow and leave my physical or mental comfort zone?

Situation	How can I create more of it in my life?

...could I help another person and have a positive impact on them?

Situation	How can I create more of it in my life?



Reflecting on situations that I want to create more of in my life

I do all my journaling in Notion because it's quick, easy, and lets me create custom templates that I can reuse. But honestly, you can use any note-taking app that works for you – or go old-school with pen and paper. The best tool is the one you'll actually stick with.



CONGRATULATIONS

CONGRATULATIONS ON
FINISHING THIS WORKBOOK!

Yay, you made it!

But let's be honest – the journey doesn't end here. In fact, this is where it's starting.

Take everything you've learned and start putting it into practice. Journaling isn't just a habit, it has the power to shift the way you think, feel, and live.

Trust me, it can be life-changing.



IF YOU'RE READY TO TAKE THE NEXT STEP TOWARD TRUE EMOTIONAL INDEPENDENCE, CHECK OUT MY ONLINE ACADEMY, "THE FINAL PIECE." IT'S A 4 WEEK IN-DEPTH PROGRAM THAT WILL HELP YOU FIND HOME WITHIN YOURSELF:

WWW.THE-FINAL-PIECE.COM