

Work-Life Balance Quiz

Directions: Answer true or false to each statement below.

1. I find myself spending more and more time on work-related projects.
 True
 False
2. I often feel I don't have any time for myself -- or for my family and friends.
 True
 False
3. No matter what I do, it seems that often every minute of every day is always scheduled for something.
 True
 False
4. Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.
 True
 False
5. I can't remember the last time I was able to find the time to take a day off to do something fun -- something just for me.
 True
 False
6. I feel stressed out most of the time.
 True
 False
7. I can't even remember the last time I used all my allotted vacation and personal days.
 True
 False
8. It sometimes feels as though I never even have a chance to catch my breath before I have to move on to the next project/crisis.
 True
 False
9. I can't remember the last time I read -- and finished -- a book that I was reading purely for pleasure.
 True
 False



Work/Life Balance Quiz (cont.)

10. I wish I had more time for some outside interests and hobbies, but I simply don't.
- True
- False
11. I often feel exhausted -- even early in the week.
- True
- False
12. I can't remember the last time I went to the movies or visited a museum or attended some other cultural event.
- True
- False
13. I do what I do because so many people (children, partners, parents) depend on me for support.
- True
- False
14. I've missed many of my family's important events because of work-related time pressures and responsibilities.
- True
- False
15. I almost always bring work home with me.
- True
- False

Scoring: Give yourself 1 point for each "true" response. Note that each "true" response is a sign that you probably need to make changes in your life -- and the higher the number, the more critical it is for you to make changes in your lifestyle. Remember, no matter what your score, we recommend using our [10 Tips for Getting Your Work/Life in Balance](#).

If you scored...

- 0-2 Your life is in pretty good balance; just be sure to do what you can to guard that balance.
- 3-5 Your work/life balance is teetering on the edge; now is the time to make changes before the problems overwhelm you.
- 5+ Your life is out of balance; you need to take immediate action to make changes in your work and your life before things start crashing around you.



Work-Life Balance Action Plan

Here are ten questions to jump start you on the path to finding a perfect balance between work and the rest of your life.....

1. How would you like it to be?

Write down what the balance would be like if everything was perfect. Don't worry about how you get it, just write. Then write down how it is now. Do you notice a contrast?! Commit yourself to taking a tiny step each day to bring you closer to the compelling picture of how you would like it to be.

2. What is important to you?

You only have one life, so what is it important that you have, or be, in your life? Space, fun, adventure, time alone, achievement, recognition? Write down the words that represent this for you, and start now to use these to guide how you work, as well as how you play.

3. Why do you have to choose to have the balance you want?

Is it choosing a healthy lifestyle, but less time in the office? Is it choosing to spend money to have someone carry out the distracting and mundane tasks? Is it a choice to be more effective with the time you spend working rather than dawdling over the morning papers? Or more time dawdling over the morning papers to make sure you are more effective with the time you spend in the office?! What is it for you? Work it out and make a choice.

4. When did you last notice where you are?

Let me explain.....if you want to make best use of your time, you have to be present - in what you are doing, with who you are with, and in the relationships that you have. No thinking ahead to the next thing, no regretting what came before. With some simple pre-planning, perhaps writing down a schedule, you can spend less time jumping ahead to the next thing and more time doing what you are doing.....get it? This is a key piece of the balance jigsaw.

5. What are you learning?

It is important to learn from what you do in order to get the balance right for you. And, to make changes based on what works and what doesn't. If you make a 'mistake', don't spend hours regretting it; spend minutes asking "What have I learned?" "How will I handle it next time?"



Work-Life Balance Action Plan (cont.)

6. Where is your space?

Make some; either in your head, or physically around you. Somewhere to reflect, perhaps on your picture of balance, or enjoy a treat, or to dream. This will remind you of your commitment to having the balance between life and work that works for you, rather than against you.

7. What might get in your way?

In working towards the balance you desire, you know there are things that might stop you, temporarily or permanently. Work out what these are, and prepare your response to these things, or people, now. Then when it does happen you will be ready for it, and armed to overcome the obstacle without thinking twice.

8. What are your limits?

Tolerating things about yourself, the way people treat you or use up your time, your environment, and your possessions uses up time and energy that would be better spent else where. Set these limits selfishly to work with you towards the balance you want.

9. Who'll support you?

Someone who supports you in working towards the balance you are choosing is essential. They will remind you of your commitment, help you to get clear on your priorities and do whatever else you ask them to do to make sure you 'walk the walk' as well as 'talk the talk'. Choose a coach, a partner, a friend to keep you on track and encourage you when things get tough.

10. What is stopping you?

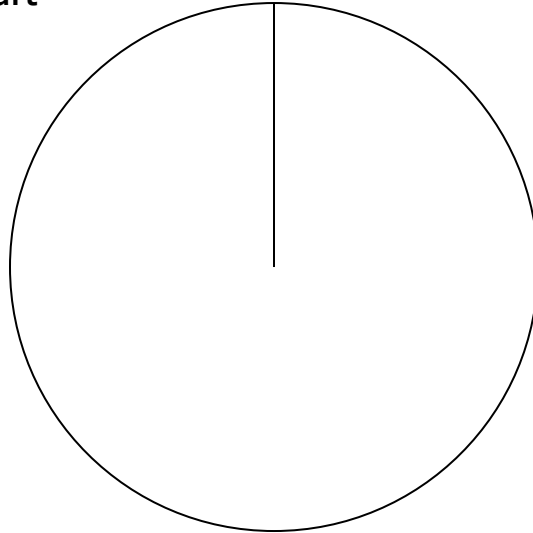
Ask yourself, what is the biggest obstacle between me and the balance between work and life that I want? Whatever it is, commit to resolving it, or you'll regret it forever. Write down, tiny step by tiny step what you have to do to resolve it and use your supporters to get you there bit at a time.



Life Charting

Chart your ideal amount of time & energy spent in each life area.

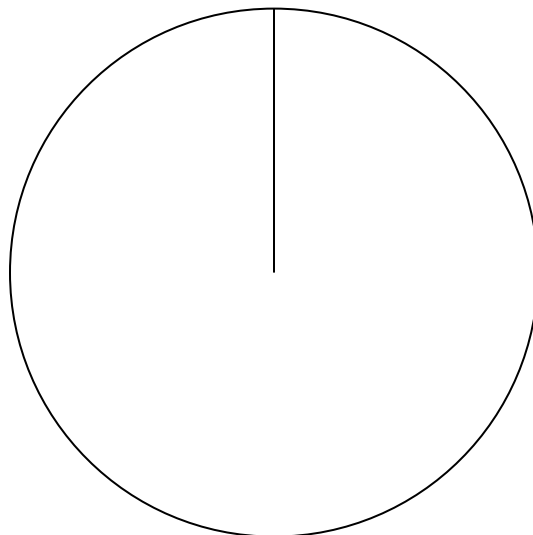
Ideal Life Chart



- Career
- Health
- Self
- Spiritual
- Money
- Relationships
- Community

Chart your current amount of time & energy spent in each life area

Current Life Chart



- Career
- Health
- Self
- Spiritual
- Money
- Relationships
- Community

20 Tips to Work-Life Balance

1. Eliminate Morning Madness – Create a non-hurried routine
2. Establish a Simple Bedtime Routine – Make it consistent
3. Free your Weekends for your Family – Slowly adjust your schedule to allow for weekend fun
4. Take time for yourself – You need time to recharge the batteries
5. Simplify Household Routines – Have the kids help with responsibilities
6. Create Easy to Follow House Rules – Think of rules that help with #5 like when you are done with a dish, rinse it and put it in the dishwasher.
7. Stop Trying to do it All – Prioritize what is important so you can spend the time needed to make it worthwhile to you and your family
8. Simplify your Kids Wardrobe – school clothes, play clothes and a dress-up outfit.
9. Avoid Electronic Overload – Ask yourself, “Does this device make my life easier and not lower the quality of life?”
10. Set Television Rules – How much, when and what they can watch
11. Show your Kids How to Manage Their Own Space and Stuff – start early so you are not wiping up messes forever.
12. Keep your Sense of Humor – Make chores fun with games and inject humor when you can
13. Limit the Options – Too many choices for kids can complicate things – give them 2 options to choose from and it will simplify their decision making process but still let them do it.
14. Make Single Parenting Easier – Look for flexibility in committed hours to anything when possible
15. Keep Birthdays Simple – small celebrations and simple gifts
16. Keep a Family Calendar – Large month – by – month calendar will help keep everyone’s obligations in order.
17. Don’t Over schedule – Simplify yours and your kid’s lives by not getting them involved in too much, it can be stressful for them and burnout early.
18. Ease your Driving Load – Try to coordinate activities directly after school and have them ride share with a friend
19. Encourage Quiet Time – Teach your children to appreciate solitude and time for reflection, this will give you the opportunity to do the same
20. Make dates – with your children and spouse, so everyone is getting the time they need and your relationships grow from learning about each other.

Adapted from: Simplify your Life with Kids
100 Ways to Make Family Life Easier and More Fun
By: Elaine St. James



Daily Five

Tomorrow I will...

1. _____

2. _____

3. _____

4. _____

5. _____

Daily Five

Tomorrow I will...

1. _____

2. _____

3. _____

4. _____

5. _____