

# WORK LIFE MANAGEMENT SELF-ASSESSMENT



Do you have too much to do... all the time?  
Do you wish you had more time... for family,  
creative projects or hobbies? Are you starting  
to feel like something has to give?

This assessment gives you an opportunity to  
raise your own awareness and catch yourself  
before the worst happens, so that you can  
plan, make choices and take action. It may  
also give you awareness to create the life you  
most want to live.

This assessment is based on the early warning  
signs that people who have gone before  
you – who have made changes for work/  
life reasons – have experienced, just before  
an event forced their hand. Events like: a  
relationship falling apart; a major health crisis,  
or severe burnout.

Answer each question honestly. There is no  
right or wrong answer. At the end you can  
add up your score to get an indication of how  
you are doing.

## SELF ASSESSMENT QUESTIONS

How often do you feel the following statements  
are true for you?

### 1. Life is one big juggling act, and I'm worried a ball is about to drop?

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 2. I start most conversations with, "Sorry I didn't call/ email/text you back sooner, but I've been so busy."

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 3. I wake up in the middle of the night with my to-do list running through my head.

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 4. I enjoy life.

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

### 5. I am exhausted and I get sick.

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 6. I tell my loved ones that it will get better after the next deadline/week/month.

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 7. I dread going to work.

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

### 8. I feel accomplished at work.

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

### 9. I reward myself with treats to make myself feel better for the hours I work.

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**10. I look forward to having my boss's job some day.**

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

**11. I have become disengaged and my work performance is slipping.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**12. I make time for hobbies.**

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

**HOW OFTEN DO YOU FEEL THE FOLLOWING STATEMENTS ARE TRUE FOR YOU?**

**13. I find myself snapping at co-workers/loved ones.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**14. I'm known to cancel plans on friends/loved ones.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**15. I regularly get together with friends.**

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

**16. I feel stuck.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**17. I am happy, and enjoy a light hearted feeling about life.**

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

**18. I complain about work.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**19. I don't work out because I don't have time.**

- a. never (0)
- b. sometimes (1)
- c. most of the time (3)
- d. all the time (5)

**20. I have the right amount of time for my personal interests.**

- a. never (5)
- b. sometimes (3)
- c. most of the time (1)
- d. all the time (0)

**ADD UP YOUR SCORES AND CHECK OUT YOUR RESULTS HERE**

**0–20:**

Congratulations! You have arranged work and life in a way that give time for your life. You give yourself rest time to replenish your energy. Keep it up!

**20–40:**

You are starting to cut out parts of your life that can help you manage work stress. Now is a good time to make time for pleasurable activities and to set healthier boundaries around work.

**40–60:**

You are showing signs that stress and pressure are impacting on your life. It is time to think about making some changes at work to avoid your health and personal relationships deteriorating.

**61+:**

Work appears to be taking a big toll on the quality of your life. Start planning your next move now. If you need support, speak to your trade union representative, or an HR advisor, to help you develop a career plan that works better with your life.

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