



Work-Life Balance Quiz

Balancing work and life is an on-going challenge. Your goals and struggles are constantly changing, so your approach to juggling it all needs to be just as dynamic. Innovative thinking and vision has helped you succeed—let your drive and creativity positively impact your personal life as well. Our health can suffer from stress, being overwhelmed and not taking care of ourselves. How is your work-life balance?

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



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, start slowing implementing Tips for Getting Your Work/Life in balance that relate to you.

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



20 Tips to Work-Life Balance

1. **Eliminate Morning Madness** – Create a non-hurried routine – it’s all in the planning
2. **Self-Care** – Get enough sleep – Quality vs. Quantity, Exercise & Nutrition
3. **Stop confusing Work & Home Life** – When at work be at work when at home be at home
4. **Unplug** – Create virtual boundaries and stick to them (reduce internet, TV, Email, Smart Phone, iPad usage)
5. **Free your Weekends for your Family** – Slowly adjust your schedule to allow more time for weekend fun
6. **Take time for yourself** – You need time to recharge the batteries
7. **Simplify Household Routines** – Have the kids help with responsibilities or if needed hire help
8. **Stop Trying to do it All** – Prioritize what is important so you work on the items that get results
9. **Avoid Electronic Overload** – Ask yourself, “Does this device make my life easier and not lower the quality of life?”
10. **Minimize the Interruptions** – Schedule times to work on email, discuss staff needs prior to working on a project etc.
11. **Admit where you are procrastinating** – 1st is recognition, 2nd name out your fear and 3rd ask what’s the worst thing that can happen?
12. **Learn to say NO** – You’re not saying no to the person.. it’s NO to the task
13. **Revitalize your personal goals** – Make sure to keep your personal goal in sight we tend to too often set them aside.
14. **Keep your Sense of Humor** – Make chores fun and inject humor when you can
15. **Limit the Options** – Too many choices can complicate things. Keep things as simple as possible
16. **Make Single Parenting Easier** – Look for flexibility in committed hours to anything when possible
17. **Keep a Family Calendar** – Large monthly calendar will help keep everyone’s obligations in order.
18. **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 for you.
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. **Block out time on your schedule**– time with staff, partner, children, spouse and personal time

Many people today are too busy making a living that they don’t have time to make a life. You cannot expect to continue down the same path and get the authentic changes you really want in your life. Where you go in life is up to you. Your work/life balance should be by choice not by chance. To help you get started. Answer these questions.

I need to:

- Start doing _____
- Stop doing _____
- Continue doing _____
- Do more _____
- Do less _____
- Do differently _____