

LIFE BALANCE ASSESSMENT

Rate yourself on the following questionnaire, using the scale:

Often = 4

Sometimes = 3

Rarely = 2

Never = 1

Physical	Rating
I eat balanced and regular meals including fresh foods and healthy snacks	
I get enough sleep – six to eight hours a day on a regular basis	
I feel safe in my relationships and in my environment.	
I take steps to protect myself in risky or unsafe situations.	
I do some form of physical activity at least three to four times a week.	
I take care of my health needs – physical, dental, eye, check-ups.	
Total=	
Emotional and Social	Rating
I give and receive in terms of warm touch, hugs, and/or sexual expression	
I express my emotions – I frequently laugh, cry when I'm sad and so on.	
I ask for, and accept, nurturing from others when I need it.	
I have opportunities to nurture and encourage others.	
I have friends with whom I can celebrate in good times, and call when I am down.	
I take time for fun and leisure.	
Total=	
Intellectual	Rating
I have opportunities to learn, to solve problems, to grow, and to change.	
I do things that give me a sense of purpose, joy, and fulfillment.	
I make my own choices and set goals for myself.	
Total=	
Spiritual	Rating
I accept myself as unique and worthy, with strengths and weaknesses.	
I take time for solitude and to reflect on what is important to me.	
I have opportunities to live by the values I believe in.	
Total=	

Total each section of the assessment. The highest total for a section is 16. Based on your outcome in each section, you can decide if you need to seek some way to achieve a more effective balance.

Based on your life balance assessment, consider the following actions for seeking balance:

- **Your physical self at work:**
 - Take frequent breaks
 - If you find you are sitting down a lot, stand up and move around about every 15 minutes.
 - If you're on your feet, wear comfortable shoes, stretch your back & legs, and sit down every once in a while.
 - Invest in an ergonomically correct work area.
 - Take time for well-balanced meals.

- **Your physical self in life:**
 - Exercise
 - Rest and relax your body
 - Get the appropriate amount of sleep you need.
 - Eat nutritious foods.
 - Refrain from smoking.
 - If you drink alcohol, do so in moderation.

- **Your emotional self at work:**
 - Monitor the emotions you feel.
 - Take time to process what you observe.
 - Refrain from dumping your feelings on someone else, especially when you're feeling angry.
 - Take a break before dealing with an emotionally charged situation so that you can respond in an appropriate manner.
 - At the end of the working day, release all your concerns so that you can be ready for time outside of work.
 - Leave work at work

- **You emotional self in life:**
 - Take time for yourself daily
 - Meditate, commune with nature, or read inspirational material.
 - Sit and do **nothing**.
 - Become comfortable with who you are outside of your title and occupation.

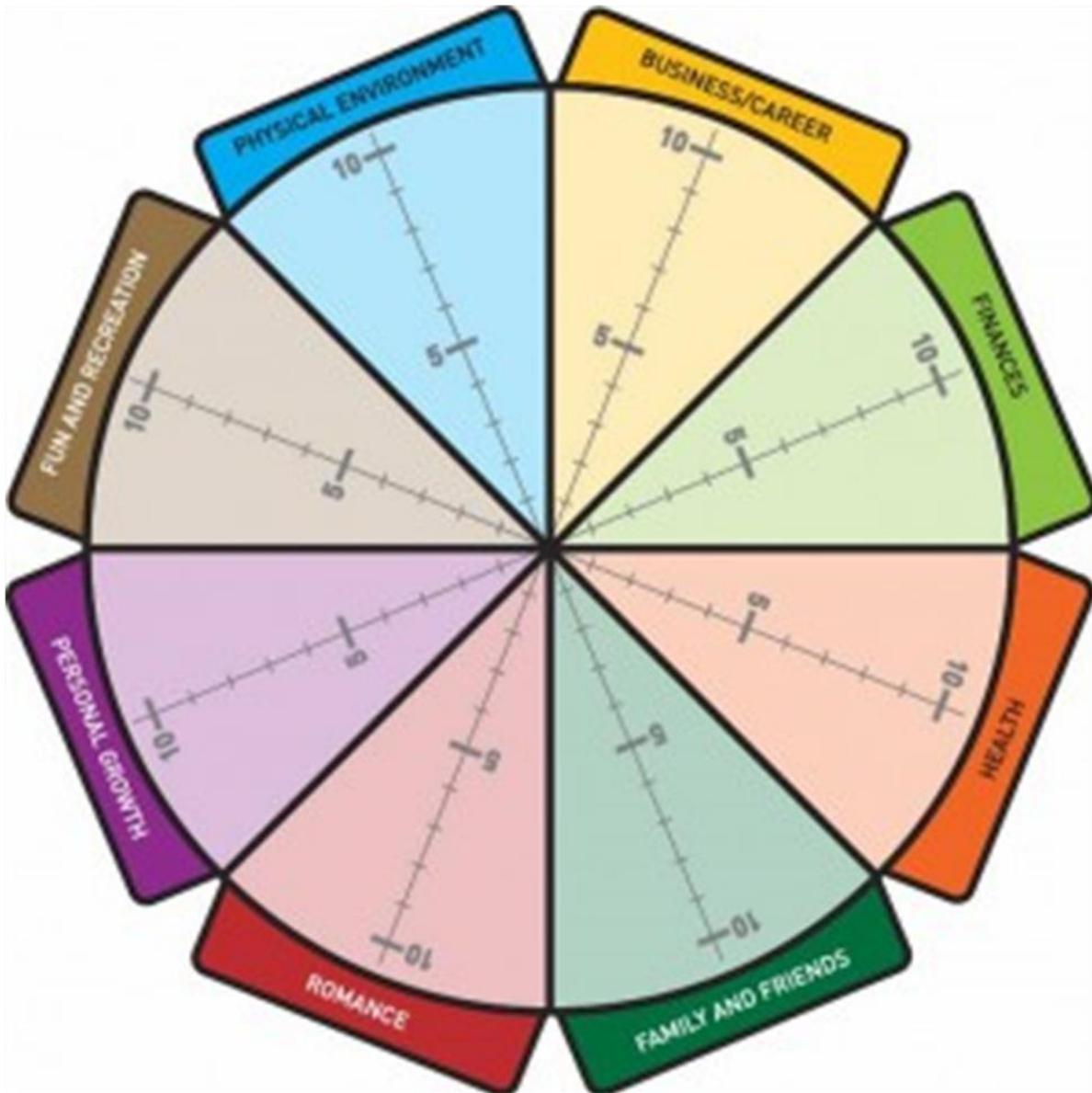
- **Your mental life at work:**
 - Plan your work and your time.
 - Look for ways to eliminate time-bandits by using technology, uncluttering your office, and saying "no" to requests that don't fit in with your master plan. Set reasonable schedules for project completion.
 - Delegate any work you don't really need to be doing.

- **Your mental self in life:**
 - Schedule family and personal activities and make it important appointments.
 - Unclutter your home.
 - Let go of perfectionist tendencies about how things should be.
 - Set goals that allow you to discover yourself.
 - Pursue a variety of interests unrelated to work.

- **Your spiritual self at work:**
 - Align yourself as truthfully as possible with the organizational direction.
 - Reflect daily on your personal goals and behavior.
 - Consider whether you're on the most appropriate path for you.
 - Determine whether your daily activity is aligned with what you truly want to accomplish.

- **Your spiritual self in life:**
 - Take time for mediation, worship, or what ever you feel brings you peace and alignment with the world and others.
 - Write a personal mission statement that is aligned with your principles and personal value system; share it with your family.
 - Celebrate yourself, your family, and your place in the human family.
 - Give back to your community.

Wheel of Life



In each area on the wheel indicate where you feel your life is currently at rating on a scale from 0-10. Then connect each mark around the wheel to create a spider diagram representing your life balance.

Do you see any areas that you might want to change your emphasis?

Brainstorm some ways to do that:

Life-Purpose Questions:

Ask yourself the following questions.

- Does the work I'm currently doing express what I truly want to be doing? If not, how can I take steps toward discovering and doing work that would be personally fulfilling?
- Would I like to return to study and further my education and training? If so, how could I move in that direction?
- Do I have creative outlets? If not, what creative activities could I develop?
- What would I like to have accomplished by the time I reach 70 in order to feel that my life has been meaningful and productive?
- Have I developed my spiritual nature? Would I like to explore this further? What should I do?
- What values give my life the greatest meaning – for example, happy family life, career achievement, good health, personal growth, and so on?
- What would be a summary of my most important life purpose?
- What are the obstacles to pursuing and realizing my life purpose?

ACTION PLANNING:

Based on your answers to the above, set an action plan for: three months, six months, one year, and three years.

★ Three months

★ Six months

★ One year

★ Three years
