

Life seems easy to navigate when we go through the motions of our learned behavior without questioning them. At the same time, it is this inventory of our behaviors that can make the most positive impact on our happiness. Below are common areas often overlooked as essential to productivity and avoiding burnout. Review the questions below and provide the most suitable response for your self-inventory. For the best results, you are invited to dig deep, exercise honesty and consciousness. This is your personal assessment for only you to see.

### LIFE SKILL INVENTORY

<b>1. At the end of a workday I feel as though I have enough energy remaining to show up for myself and others.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>2. At the end of a workday I feel as though I have enough energy remaining to show up for myself and others.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>3. I regularly participate in activities (social, health, family) outside of work.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>4. When I am not at work, I focus on my personal life and don't think about work.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>5. I have dedicated 'me' time, that brings me joy, daily or weekly.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>6. I do not feel burned out at the end of the week because of work responsibilities.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>7. I never lose my cool, at work or at home, because of workplace stress.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>8. I find it easy to refrain from checking work emails, or voicemail when off the clock.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>9. I recognize the consequences that stress has on my health and well-being.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>10. I can refrain from talking about work when off the clock.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	

### PERSONAL SKILL INVENTORY

<b>1. I can manage my time very well.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>2. I recognize my limits with Multitasking.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>3. I have strong organization skills. I am never disorganized.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>4. I set and model clear boundaries with my time management.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>5. I am able to effectively communicate my needs to perform my job, and create a safe working environment.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	
<b>6. I am able to say No.</b>	
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree	



## PERSONAL SKILL INVENTORY

**7. I take a break every 50 minutes to conduct personal business or clear my head, circulate my blood.**

1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree

**8. I regularly take lunch away from my desk.**

1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree

**9. I have clear understanding of my job.**

1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree

**10. With the exception of random deadlines or large projects, I usually punch in and leave work in accordance with my job description.**

1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly Agree

*Score 50 and below* – Caution. Your answers indicate potential risk for burnout or compassion fatigue. You can now decide which area/s you might like to improve upon first.

*Scores of 51 - 79* – Good work! Your work/life balance is strong and there's still some room for improvement. What changes might make you achieve improved balance?

*Scores of 80 and above* – Outstanding! Your answers demonstrate that you are managing work/life balance already. You may take this opportunity to reflect on any lower scores to continue your growth.

### THINGS I CHOOSE TO GROW:

