

Questionnaire for Self-Assessing Your Work-Life Balance

This document is part of a Neal Whitten eLearning course called “Achieving the Elusive Work-Life Balance” and was developed by Neal Whitten in partnership with Velociteach® (Velociteach.com).

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The purpose of this assessment instrument is to heighten your awareness of the behaviors that are affecting your work-life balance. The quiz will also provide a means to rate your collective behaviors and present a score that can give you insight into your effectiveness in achieving work-life balance.

Here’s how to use this assessment questionnaire. For each question, circle the number that best describes your answer. If you don’t have an opinion or you feel you do not have sufficient data to draw an opinion then mark “0” (No comment).

Take the assessment now. It begins on page 3. When you have completed the questionnaire, return here.

Determining your score

There are 45 questions. After taking the questionnaire, add all the numbers circled. Then divide by the total number of questions that did not receive a response of “0.” For example, if you did not mark a “0” for any of the 45 questions then divide the added numbers by 45. If you had marked two questions with a “0” then divide the added numbers by 43 (45-2=43). The suggested meaning for your final number, or work-life balance score, is described below. This score can fall within a very wide range of values from 0 to 5.

4.0-5.0	Good	Your life is in good balance. Continue to consciously focus on maintaining that balance.
3.0-3.9	Borderline	Your life balance is borderline. Now is the time to take action before things have a chance to fester and get further out of control.
0.0-2.9	Poor	Your life is out of balance. You need to take significant and immediate action to move towards your desired balance. Delaying making the needed changes will only make things worse

Understanding your score

The first group of scores is in the range 4.0 to 5.0. This denotes “Good.” Your life is in good balance. Continue to consciously focus on maintaining that balance.

The next group represents scores in the range of 3.0 to 3.9. A score in this range signals “Borderline.” Your life balance is borderline. Now is the time to take action before things have a chance to fester and get further out of control.

The last group represents scores in the range of 0 to 2.9. A score in this range is considered “Poor.” Your life is out of balance. You need to take significant and immediate action to move towards your desired balance. Delaying making the needed changes will only make things worse.

Whatever your score, the over-riding factor is *you* and how satisfied you are with your work-life balance. For example, a low score does not necessarily mean that your work-life balance is unsatisfactory to you. You could be that proverbial scientist working into the wee hours every night on the hunt for a cancer cure—and loving your life.

You also have a strong sense of whether the state of your current work-life balance is temporary or represents something longer term. Over your lifetime, you can expect the integration of your work and non-work life to fluctuate widely. There may be times when those work-life balance speedbumps may, in fact, be okay with you and in your best interest at the time of fluctuation. Or the opposite, when work-life balance changes are not welcomed and your wellbeing significantly suffers.

How reliable is your score?

Your score is not precise and obviously incorporates subjectivity since it is self-perception based. There is no guarantee that the test nails the issues you could be experiencing or that your overall score accurately reflects your true state of affairs with your work-life balance. However, the quiz can offer many benefits such as these four:

The first benefit is raising your awareness of the work-life balance issues that may be haunting you. Just taking the quiz puts the topic of work-life balance front and center and shows many actions that you take or don't take that can have an impact.

The second benefit from taking the quiz is encouraging you to be more proactive in dealing with any work-life balance issues you may have. The quiz infers behaviors that can be adopted to improve your work-life balance. In fact, you might even be excited to begin changing some of those behaviors so your overall life can benefit.

The third benefit is providing you a baseline score from which to measure your progress over the coming months and years if you choose to periodically retake the assessment. Even if the score cannot be judged to be 100 percent accurate for everyone taking the quiz, it does represent a numerical value whose change over time reflects the impact of your changing behaviors and actions.

And the last benefit to highlight from taking the quiz is providing you a great tool that can be used for discussion with the people who mean the most to you. Although you are

the principle player who must initiate any change, there are people in your life whose support and understanding can significantly help you in your journey to satisfactory move your life to a more welcomed balance.

Here are the questions

1. Do you feel that you are wasting your time if you are not accomplishing something?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
2. Do you feel that you never have a chance to catch your breath before you have to move on to the next project/crisis?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
3. Do you take at least one consecutive full week of vacation each year?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
4. Do you use all of your vacation days and personal days each year?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
5. Do you frequently delegate work to others?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
6. Do you work more than one hour per day while on vacation?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
7. Do you look forward to starting your day each morning?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
8. Do you feel boxed in; that is, you do what you do because others depend on you for support?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
9. Is your work satisfying and rewarding?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
10. Do you feel burnt out, exhausted and unable to give your all to any area of your life?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
11. Do you feel that you are reasonably in control over your work day?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
12. Are you impatient and short with your coworkers or your family?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment

13. Do you dedicate time to having lunch each day (versus multitask while you eat or skip lunch)?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
14. Are you satisfied with where you are at this point in your journey of your business life?
5-Very; 4-Satisfied; 3-Somewhat; 2-Hardly; 1-Not satisfied; 0-No comment
15. Do you reserve at least 30 minutes of “me time” each day?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
16. Do you start your day tired?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
17. Do you feel you are missing out on the things that mean the most to you?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
18. Do thoughts of work interrupt a good night’s rest?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
19. Do you bring work home with you?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
20. Do you reply to texts while in the company of others?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
21. Are you satisfied with where you are at this point in your journey of your personal life?
5-Very; 4-Satisfied; 3-Somewhat; 2-Hardly; 1-Not satisfied; 0-No comment
22. Do you have a hard time saying “no” to requests at work?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
23. Do you miss special family events?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
24. Do you feel you don’t have time for yourself or for your family and friends?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
25. Do you prioritize your to-do list each day and especially focus on your highest priority items?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
26. Do you feel that your personal needs are secondary?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment

27. Is clutter building in your office and at home?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
28. Do you feel you spend too much time reacting and too little time thinking?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
29. Do you feel stressed out most of the time?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
30. Do you feel guilty because you can't make time for things outside of work?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
31. Do you hire people in your personal life to handle some of your chores such as yard work and other home tasks?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
32. Do you squeeze every bit of productivity you can out of each day?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
33. Do you lose sight of who you are and what you're doing?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
34. Do you experience actions at least monthly that allow you to de-stress and rebuild your energy?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
35. Do you spend too much time doing things you don't want to do or spending time with people you don't want to?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
36. Do you feel overwhelmed and over committed?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
37. Do you find it hard to relax and just do nothing, even when you are away on holiday?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
38. Do you frequently feel anxious or upset because of what is happening at work?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
39. Are you satisfied with your work-life balance?
5-Very; 4-Satisfied; 3-Somewhat; 2-Hardly; 1-Not satisfied; 0-No comment
40. Do you take time off from work and do fun activities?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment

41. Do you work more than you think is reasonable?
1-Always; 2-Almost always; 3-Sometimes; 4-Seldom; 5-Never; 0-No comment
42. Do you read and finish at least one book for pleasure every 6 months?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
43. Do you find time to exercise, eat properly and keep yourself healthy?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
44. Do you feel relaxed and comfortable when you are at home?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment
45. Do you get adequate sleep most nights?
5-Always; 4-Almost always; 3-Sometimes; 2-Seldom; 1-Never; 0-No comment