

WORK-LIFE BALANCE SELF ASSESSMENT

Find Out How Balanced Your Life Really Is

A balanced life isn't about perfection—it's about ensuring your work, personal life, and well-being align with your priorities. This self-assessment helps you evaluate where you stand and identify areas for growth.

Instructions:

Read each statement below. Rank yourself on a scale of 1 to 5, where:
 1 = Never | 2 = Rarely | 3 = Sometimes | 4 = Often | 5 = Always
 Add up your total score and check the Marking Guide at the end.

Category	Statement	1	2	3	4	5
<u>Work & Professional Life</u>	I feel stressed, overworked, or burned out by my job.					
	I often work outside of my normal hours (late nights, weekends).					
	I have control over my workload and deadlines.					
	I take regular breaks throughout the workday without guilt.					
	I have time for professional development and career growth.					
<u>Relationships</u>	I feel present and engaged when spending time with family and friends.					
	My work commitments do not interfere with my personal relationships.					
	I feel supported by my friends, family, or colleagues.					
	I make time to connect with loved ones regularly.					
<u>Health</u>	I get adequate sleep, nutrition, and physical activity.					
	I listen to my body and take breaks when needed.					
	I prioritize mental health and stress management (e.g., mindfulness, therapy, relaxation techniques).					
	I rarely feel physically exhausted or run-down due to my lifestyle.					
<u>Leisure & Personal Time</u>	I have hobbies or passions outside of work.					
	I take time to do things just for myself (e.g., reading, creative activities, personal projects).					
	I disconnect from work-related thoughts when off the clock.					
	I feel fulfilled outside of my work.					
<u>Time Management & Boundaries</u>	I have a clear separation between work and personal time.					
	I feel comfortable saying no when my workload is full.					
	I use time-blocking or planning methods to structure my day.					
	I feel in control of my schedule rather than reactive to demands.					
	I take time off (vacation, personal days) without stress or guilt.					



Marking Guide: How Balanced Are You?

Step 1: Add up your total score. Your possible score range: 20 (low) – 100 (high).

Your Score	Work-Life Balance Level	What It Means & Next Steps
85-100	Excellent Balance!	You've built strong boundaries between work and personal life. Keep up the great habits and continue prioritizing your well-being.
65-84	Moderate Balance	You're doing well, but some areas need adjustments. Identify your lower-scoring areas and take small steps to improve them.
40-64	Needs Attention	Your balance is at risk. You may be feeling stressed or stretched too thin. Focus on self-care, setting boundaries, and time management strategies.
20-39	Urgent Action Needed!	You might be experiencing burnout or high stress. Take immediate action by prioritizing your well-being, delegating tasks, and making work-life balance a priority.

What to Do Next?

If your score wasn't as high as you'd hoped, don't worry! Improving your work-life balance is a journey, and small, actionable steps can make a big difference. Here are a few simple tips to get started:

- **Identify Misalignments**– Reflect on areas of your life that are feeling unfulfilled and dedicate small blocks of time to nurture those aspects. For example, if your relationships feel neglected, schedule a weekly date (even a coffee date) with a friend, family member, or significant other. Or, if leisure time is lacking, take up a new hobby or reignite an old passion—whether it's painting, hiking, or simply reading for pleasure.
- **Set Boundaries**– Establish clear boundaries between work and personal life. Set a firm "end time" for your workday and stick to it to ensure you have time to recharge. Communicate your boundaries to others so you're less likely to be interrupted during personal time.
- **Take Regular Breaks**– Step away from your workspace every couple of hours to stretch, go for a walk, or meditate. Taking short breaks not only refreshes your mind but also helps prevent burnout and improves focus throughout the day.
- **Practice Self-Care**– Dedicate time each week to activities that nourish your body and mind, like exercise, reading, or spending quality time with loved ones. Even small acts of self-care—such as a warm bath or a 10-minute mindfulness practice—can make a significant difference in how you feel.
- **Learn to Say No**– Be mindful of your limits and avoid overcommitting to responsibilities that might negatively affect your balance. Saying no is not a weakness; it's a powerful way to protect your time and energy for the things that truly matter.



For more strategies, visit our blog for additional tips on creating a fulfilling and healthy lifestyle. Small changes over time can lead to big improvements in your overall well-being.

🗨️ Share this with friends or colleagues—it's always easier to make changes with support!

