

Are You Effectively Managing Work and Life?
Work-Life Effectiveness Assessment

Directions: Answer true or false to each statement below.

1. I find myself spending more and more time on work-related projects.
 - a. True
 - b. False
2. I often feel I don't have any time for myself—or for my family and friends.
 - a. True
 - b. False
3. No matter what I do, it seems that often every minute of every day is always scheduled for something.
 - a. True
 - b. False
4. Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.
 - a. True
 - b. 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.
 - a. True
 - b. False
6. I feel stressed out most of the time.
 - a. True
 - b. False
7. I can't even remember the last time I used all my allotted vacation and personal holidays.
 - a. True
 - b. 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.
 - a. True
 - b. False
9. I can't remember the last time I read—and finished—a book that I was reading purely for pleasure.
 - a. True
 - b. 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.

If you scored...

- 0-2: You are effectively managing life; just be sure to do what you can to guard that effectiveness.
- 3-5: Your effectiveness is teetering on the edge; now is the time to make changes before the problems overwhelm you
- 5+: You are not effectively managing life; you need to take immediate action to make changes in your work and your life before things start crashing around you

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