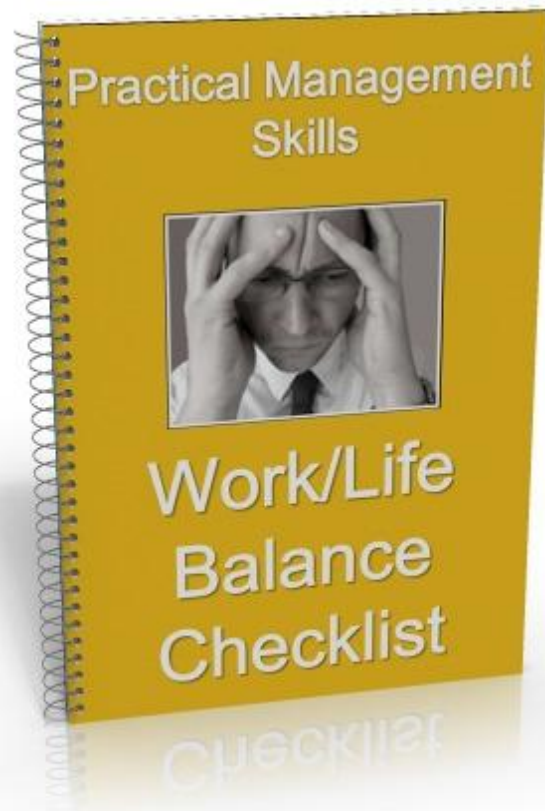


Concerned about the time you spend at work or *thinking* about work?

Complete this checklist to see if you need to make changes in the way you spend your time.



Practical Management Skills is a resource website designed to support managers at work.

It is owned and developed by

In-Tuition, Oranmore, Galway, Ireland.

If you need effective learning and development in your business, call us on **+353 91 790158** for a free consultation.

Web: <http://www.practical-management-skills>
<http://www.in-tuition.ie>

Worksheet: How is your Work/Life Balance?

Circle True or False for each statement:

1.	I rarely/never bring work home at weekends	T	F	
2.	I sometimes miss important family events because of work	T	F	
3.	I often dream about work problems	T	F	
4.	I have at least 3 significant leisure interests that don't involve my work	T	F	
5.	When I am ill, I tend to take work to bed with me	T	F	
6.	I find it easier to talk to work colleagues than my partner or friends	T	F	
7.	It is very unusual for me to ring home to say I'm going to be back later than planned	T	F	
8.	I have had to cancel at least one holiday due to work pressure	T	F	
9.	When I am trying to read a book or magazine, my mind keeps wandering back to work problems.	T	F	
10.	I find it a relief to meet new people who have nothing whatever to do with my line of business.	T	F	
			Total:	

For statements 1, 4, 7 and 10, allocate 2 points for every **True** response

For all other statements, allocate 2 points for every **False** response

A score of 16 or more suggests you have a healthy balance between your professional and private life. It is not that you are not fully committed to your job, just that you recognise that the price of professional success does not have to be failure in other areas.

A score of 12 to 14 suggests that when work and domestic or leisure interests come into conflict, work comes first. This may or may not be a problem for you.

A score of 10 or less suggests that you may be a workaholic. For you, life outside the office hardly counts. You may not think you have a problem, but this is a frame of mind that can damage your health and relationships.

People who constantly work under a high level of stress can develop a chronic imbalance in their body chemistry. Stress causes their body to think it is in a fight or flight situation. Blood flow is concentrated on the vital organs, leaving the extremities cold and clammy. High blood pressure occurs, which does not drop to normal if the stress experienced is frequent and long lasting. Also, high levels of fats and sugars remain in the blood stream to provide instant energy if needed. These conditions are known risk factors for heart disease.

Being aware of your response to stress is an important first step in bringing it under control. Do you transmit your stressful feelings to others, so that they end up with some of your stress? Do you completely dump your stress on others? Or do you carry it, so that others aren't aware you are stressed?

Think about how you react when stressful events occur.

Your thought processes can be a major contributor to stress. For example:

8.00 am	Traffic jam on way to work	I'll be late for that 8.30 am meeting. My manager will think I don't care. I'll be playing catch up all day. Blast!	Anger
9.00 am	Given extra work	I'll have to stay late. Marie will be really angry if I miss dinner again.	Anxiety
10.00 am	Computer breakdown	I'll never get that work done. I'll have to do it really quickly by hand.	Anxiety
1.00 pm	No lunch	No time to go to the canteen. Will have to grab a quick sandwich. Feeling sorry for myself and my stomach hurts.	Anxiety
4.30 pm	Crisis	Have to solve this one before I go home. I need more help. This is too much for one person!	Anger
6.30 pm	Working late	Marie will be really mad this time.	Anxiety
7.30 pm	Driving home	My whole life is tied up in this job. It feels like there is no way out.	Depression
8.00 pm	Arrive home, kids in bed.	Can't talk to them anymore. I hardly know them. They don't really care.	Depression
10.00 pm	Watching TV	Marie is sulking. This will take ages to sort out.	Depression

Keep a diary and note your typical reaction to events. Changing your mindset and response can make a real difference.

Taking exercise is a real stress buster, and you may find techniques such as meditation and visualisation work for you. Getting control of your time is also important, so focus on developing good time management habits.

Download my **Time Management Skills Audio Guide** and **Free Workbook** to help you get control of your time:

<http://www.practical-management-skills.com/time-management-skills.html>