

WORK-LIFE HARMONY SELF-CHECK

Please take 5 minutes to assess the state of your work-life. This quick self-check is just a guide and is by no means exhaustive.

S/N	Questions	1 – Never 2 – Seldom 3 – Sometimes 4 – Often 5 – Always				
		1	2	3	4	5
1	I feel well physically.	1	2	3	4	5
2	While I am at work, I am free of worry about my day-to-day personal matters (e.g. family).	1	2	3	4	5
3	While I am at home, I am free of worry about work matters.	1	2	3	4	5
4	I am satisfied with my job.	1	2	3	4	5
5	I have enough flexibility at my job to achieve harmony between my work and personal/family life.	1	2	3	4	5
6	I have the external support I need (e.g. friends, family etc) when I need help.	1	2	3	4	5
7	I am satisfied with my life outside of work.	1	2	3	4	5
8	I have enough time to pursue my interests and hobbies.	1	2	3	4	5
9	I spend sufficient time with the important people in my life (e.g. my family, friends etc).	1	2	3	4	5
10	I am fully present and enjoy the time spent when I am with the important people in my life (e.g. family, friends etc).	1	2	3	4	5
11	All in all, I am satisfied with the relationships I have with the important people in my life (e.g. family, friends etc).	1	2	3	4	5
12	I have an area of focus outside of myself that brings me peace (e.g. spiritual practice, contribution to community etc).	1	2	3	4	5
13	I am able to extend my help to people around me when they need it.	1	2	3	4	5
14	I have a sense of control over the important things in my life.	1	2	3	4	5
15	I can effectively manage both my work responsibilities and personal aspirations (e.g. personal life goals, family planning).	1	2	3	4	5

**Self-check designed in consultation with Dr Gaeme Russell (Macquarie University, Australia) and Dr Jeff Hill (Brigham Young University, United States).*

If your score is 55-75: Congrats! You are probably enjoying a harmonious work-life! Keep up the good work and share your tips with those around you.

If your score is 40-54: You are somewhat in control of your life but feel things can be improved. You are probably trying your best to manage your commitments. You may want to rank your priorities and focus more attention on things that really matter to you. You may also wish to talk to your family, good friends or your colleagues and supervisors at work. Good luck!

If your score is <40: You are probably dissatisfied with your state of life. Take time to reflect on the questions for which you scored low. Here are also some tips to jumpstart your life!

- **Make a resolution to improve your physical and emotional health.** Eat more fruits and vegetables to nourish your body and make you feel better. Make a conscious effort to fit physical activity into your daily routine to energise yourself. Set aside time each day to talk, play or relax together with your family. Investing time and love in relationships will go a long way towards enhancing your emotional well-being.
- **Reflect on your working life.** If your work is eating into your personal life excessively, perhaps you should examine your working patterns. Plan your daily time usage to ensure that you focus on important issues and remain productive. Learn to negotiate your workload or timelines with your supervisor. If necessary, explore work-life solutions that work for you and the company e.g. flexi-time, telecommuting, part-time. You might even wish to consider switching to another job that can accommodate both your work and life needs.
- **Success is not defined by material wealth.** Learn to live within your means so that you have more time for relationships with your loved ones. Conforming to a more frugal lifestyle is not as difficult as it may seem. Take time out to review your monthly income and spending. Examine the items that you are spending on. Are there any non-essentials that you can cut back? To instill discipline, you might wish to embark on a regular savings plan to automatically save a proportion of your monthly income.