

Life/work balance self-test

What's Draining You?

Excerpted from Cheryl Richardson "Take time for your life" (1999)

Check all that apply to you

Relationships

- ☐ There are people in my life who continuously drain energy
- ☐ I have unreturned phone calls, e-mails, or letters that **need to be** handled
- ☐ I have an unresolved conflict with a family member
- ☐ I lack quality friendships in my life
- ☐ I feel a void in my life created by the lack of a romantic **partner**
- ☐ There is someone I need to forgive
- ☐ There is a relationship I need to end
- ☐ There is a phone call I dread making, and it causes me **stress** and anxiety
- ☐ I'm currently involved in a relationship that compromises **my** values
- ☐ I miss being a part of a loving and supportive community

Add your check marks: _____

Environment

- ☐ My car is in need of cleaning and/or repair
- ☐ My wardrobe needs updating and/or alterations
- ☐ I'd like to live in a different geographic location
- ☐ I have appliances that need repair or upgrading

- ☐ My home is not decorated in a way that nurtures me
- ☐ My closets and/or basement are cluttered and need to be cleaned
- ☐ Repairs need to be done around my home or apartment
- ☐ My home is cluttered and disorganized
- ☐ I miss having more beauty reflected in my environment
- ☐ I watch too much television

Add your check marks: _____

Body, mind and spirit

- ☐ I eat food that's not good for me
- ☐ Something about my physical appearance bothers me
- ☐ It's been too long since I've been to the dentist
- ☐ I do not get the sleep I need to feel fully rested
- ☐ I'd like to exercise regularly but never seem to find the time
- ☐ I have a health concern for which I've avoided getting help
- ☐ I have emotional needs that consistently go unmet
- ☐ There are books that I'd love to read but never seem to find the time for
- ☐ I lack personal interests that are intellectually stimulating
- ☐ I lack a spiritual or religious practice in my life

Add your check marks: _____

Work

- ☐ I no longer enjoy my job and have a hard time showing up each day
- ☐ My work is stressful and leaves me exhausted at the end of the day

- ☐ My office is disorganized, my desk is a mess, and I have trouble finding what I need
- ☐ I'm avoiding a confrontation or conflict at work
- ☐ I tolerate bad behaviour from a boss or coworker
- ☐ I am not computer literate, and it gets in the way of my productivity
- ☐ I lack the proper office equipment that I need to do my job well
- ☐ My work does not allow me to express my creativity
- ☐ I know I need to delegate specific tasks but am unable to let go of control
- ☐ I feel overwhelmed with the amount of information that enters my life in the form of email, books, magazines, and mail

Add your check marks: _____

Money

- ☐ I have tax returns that are not filed or taxes that are not paid
- ☐ I pay my bills late
- ☐ I spend more money than I earn
- ☐ I don't have a plan for my financial future
- ☐ My credit rating is not what I'd like it to be
- ☐ I do not have a regular savings plan
- ☐ I do not have adequate insurance coverage
- ☐ My mortgage rate is too high, and I need to refinance
- ☐ I have debt that needs to be paid off
- ☐ My will is not up to date

Add your check marks: _____

Add score from each category

Relationships: _____

Environment: _____

Body mind and spirit: _____

Work: _____

Money: _____

Are there areas that cause more energy drains than others?

SELF CARE INVENTORY (Reprinted with permission)

Organizational Solutions

Physical Self-Care

- ☐ Eat regularly (e.g. breakfast, lunch, and dinner)
- ☐ Eat healthily
- ☐ Exercise
- ☐ Get regular medical care for prevention
- ☐ Get medical care when needed
- ☐ Take time off when sick
- ☐ Get massages
- ☐ Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
- ☐ Take time to be sexual – with yourself, with a partner
- ☐ Get enough sleep
- ☐ Wear clothes you like
- ☐ Take vacations
- ☐ Take day trips or mini-vacations
- ☐ Make time away from telephones
- ☐ Other:

Psychological Self-Care

- ☐ Make time for self-reflection
- ☐ Have your own personal psychotherapy
- ☐ Write in a journal
- ☐ Read literature that is unrelated to work
- ☐ Do something at which you are not expert or in charge of
- ☐ Decrease stress in your life

- ☐ Notice your inner experience – listen to your thoughts, judgments, beliefs, attitudes and feelings
- ☐ Let others know different aspects of you
- ☐ Engage your intelligence in a new area (e.g. go to an art museum, history exhibit, sports event, auction, theatre performance)
- ☐ Practise receiving from others
- ☐ Be curious
- ☐ Say no to extra responsibilities sometimes
- ☐ Other:

Emotional Self-Care

- ☐ Spend time with others whose company you enjoy
- ☐ Stay in contact with important people in your life
- ☐ Give yourself affirmations, praise yourself
- ☐ Love yourself
- ☐ Reread favourite books, re-view favourite movies
- ☐ Identify comforting activities, objects, people, relationships, places, and seek them out
- ☐ Allow yourself to cry
- ☐ Find things that make you laugh
- ☐ Express your outrage in social action, letters, donations, marches, protests
- ☐ Play with children
- ☐ Other:

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Guidebook on Vicarious Trauma: Recommended Solutions for Anti-Violence Workers

Spiritual Self-Care

- ☐ Make time for reflection
- ☐ Spend time with nature
- ☐ Find a spiritual connection or community
- ☐ Be open to inspiration
- ☐ Cherish your optimism and hope
- ☐ Be aware of non-material aspects of life
- ☐ Try at times not to be in charge or the expert
- ☐ Be open to not knowing
- ☐ Identify what is meaningful to you and notice its place in your life
- ☐ Meditate
- ☐ Pray
- ☐ Sing
- ☐ Spend time with children
- ☐ Have experiences of awe
- ☐ Contribute to causes in which you believe
- ☐ Read inspirational literature (e.g. talks, music)
- ☐ Other:

Workplace or Professional Self-Care

- ☐ Take a break during the workday (e.g. lunch)
- ☐ Take time to chat with co-workers
- ☐ Make quiet time to complete tasks
- ☐ Identify projects or tasks that are exciting and rewarding
- ☐ Set limits with clients and colleagues
- ☐ Balance your caseload so no one day or part of a day is "too much"
- ☐ Arrange your work space so it is comfortable and comforting
- ☐ Get regular supervision or consultation
- ☐ Negotiate for your needs (benefits, pay raise)
- ☐ Have a peer support group
- ☐ Develop a non-trauma area of professional interest
- ☐ Other:

Balance

- ☐ Strive for balance within your work life and work day
- ☐ Strive for balance among work, family, relationships, play and rest

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