

BalanceinBusiness™ profile Short Form

This is a short version of the BalanceinBusiness profile. Completing the following questions will help to give you an initial understanding of what the signs and causes are of any work/life balance pressures you face. It will also indicate where you need to make changes in order to maintain optimal performance.

Answer each statement, based on the frequency you feel you have experienced the signs, symptoms and feelings expressed over the last few months.

0 = Never

1 = Rarely

2 = Sometimes

3 = Often

4 = Most of the time

(R) I do not spend enough time with my family

(Ph) I wakeup feeling tired & unrefreshed

(R) I am too available to others

(Ph) I have one cold after another

(P) I feel close to tears or about to explode

(G) My living & working conditions affect my health

(W) I have too much to do in too little time at work

(I) My thoughts seem muddled and confused

(G) I eat an unbalanced diet

(Ph) I feel listless, lethargic & lack energy

(W) I do not feel valued & recognised for what I do at work

(W) I have insufficient support to do my job well

(R) I cannot be bothered socialising evenings/weekends

(R) I am short-tempered with others

(P) I experience mood swings

(G) I feel I am under financial pressure

(Ph) I suffer from back/neck aches & pains

(I) I easily lose concentration

(P) I feel like I am doing things to please others

(I) I have difficulty remembering things

(I) My brain seems in a whirl of ideas

(W) I feel disinterested in the work I am doing

(P) I am overcritical of myself

(G) I drink alcohol or smoke “too much”

Add up the total score for each category

WORK: includes your ease of decision making, working with others in meetings & groups, staying focused, dealing with time pressures, motivation, and retaining a sense of control.....

Total =

INTELLECT: includes ease of learning, continuous development, response to new situations, challenging your thinking, resolving problems and memory/recall

Total =

PHYSICAL: includes overall energy, ease of sleeping and quality of sleep, appetite, aches and pains, diet and weight, and health of the main body systems and specific areas of the body

Total =

RELATIONSHIPS: looks at your comfort of closeness, sociability, managing difficult situations, influence, sensitivity towards and response to others

Total =

PERSONAL: focuses on moods, demonstration of feelings and emotions, handling of anxiety, self confidence, drives & motives, personal satisfaction and self esteem

Total =

GENERAL: is a cover-all of the events that are affecting your life, elements of life style, the conditions you live in and your financial state

Total =

Overall total /96

Interpreting your scores

1. Start with your general total

0-48: You seem to be in a reasonably healthy and balanced state. You need to keep doing what you are currently doing and refine or step up your actions in one or two areas. Look at specific items you have scored 3 or 4 and develop a plan for at least 2 of these.

49-65: There are some specific areas which are creating stress for you. Taking action now is likely to prevent real distress and disease. Explore where there are connections between the items you have scored 3 or 4. Develop a plan to deal with at least 3 of these areas or act on the most important category

66+: Your health and life appears to be seriously out of balance. It is important you get the right help before your health reaches a chronic state. It is likely that several of the areas you are experiencing stress in are related. Develop a plan for some short term goals which will reduce immediate pressure. Then seek specific help in the category you are most concerned about.

2. Look for the links between areas and between factors

3. Identify the most important area(s) and specific factors

4. Set some goals which are integrated and specific, which you are committed to and identify when you will take action and how you will review progress

Goal One.....

Actions.....

Goal two....

Actions....

Goal Three [Possibly something I will keep doing or do more of]....

Actions....

Holistic therapists or Integrated Health Coaches are likely to be able to provide both comprehensive and focused help and support. Taking isolated action, e.g. the odd trip to the gym or sleeping pills, rarely deals with the causes of stress.