



## Work Smart Self Quiz

Circle the number from one through five that represents how much you agree or disagree with the following statements.

	Agree			Disagree	
1. I feel a sense of balance between my personal and professional life.	1	2	3	4	5
2. I feel appreciated for contributing in my personal and my professional life.	1	2	3	4	5
3. The feedback I receive corresponds with my feelings of balance in my personal and professional life.	1	2	3	4	5
4. I am able to meet professional goals in a timely manner without sacrificing my personal life or health to a damaging degree.	1	2	3	4	5
5. I take regular breaks and vacations to result in feeling consistently energized and rejuvenated.	1	2	3	4	5
6. I fit in comfortably with the culture and environment that I have chosen to live and work in.	1	2	3	4	5
7. The feedback I receive corresponds with my feelings of fitting into my work or my personal environment.	1	2	3	4	5
8. I feel that I contribute meaningfully in my personal and professional life in the ways that matter to me.	1	2	3	4	5
9. The feedback I receive corresponds with my feelings of contributing meaningfully to my work and life outside my work.	1	2	3	4	5
10. I feel inspired to grow and progress.	1	2	3	4	5
	Total _____				

### Scores and meanings:

10-24 You are on track! Keep it up. Notice which questions you scored higher on and think about applying yourself more to balance. You are aware of your needs. You are making yourself strong and able to contribute and give your best.

25-40 You are moving in the right direction. Examine your priorities a little more closely and notice where you are getting results and what needs attention. Maybe give yourself a little break or time and space to rejuvenate and get perspective. Review your answers with higher scores and consider what you might do to move your scores down.

41-50 Congratulations! You have taken a big step. You have become aware that you have an opportunity to gain the skills to work smart. Imbalances are not irreversible. Review your goals to keep them BRIEF, applying the five factors of working smart, and use the SMART technique to help you plan. Give yourself some rest and relaxation, and re-approach with a new, refreshed point of view, and keep abreast of your activity to build new habits to work smart.