

Recourse

Supporting Education Professionals

Work Life Tool Worksheet

To complete the online tool, print this blank worksheet and answer the questions online for each section. When you have your score of high, medium or low, circle it in the appropriate section on this worksheet and plot your overall score on the graph at the bottom of the page.

Demand and Control = High Medium Low

Working long hours isn't always a problem, provided other factors are in place.

- If your score is high, ask yourself 'Am I in control of my workload?'
- High levels of activity can be good for motivation and achievement but remember to also make time to rest and wind down.
- Remember to also make time to wind down, recover and re-energise at regular intervals.

Flow and Motivation = High Medium Low

A high score in this area indicates you really enjoy your work and life at the moment.

- If you have low motivation in your work and don't experience flow there are still things you can do to help this; ask yourself, 'What do I really like doing? How can I do more of this to help me experience more positive feelings?'
- Ask yourself 'When do I experience a sense of flow? What helps me to do this?'

Job Fit and Personality = High Medium Low

A high score here indicates you are able to deal effectively with the challenges you face and have a high level of job satisfaction.

- Personal resilience is a strong indicator of maintaining a good work and life profile.
- We all have character strengths that give us the keys to living a happy and fulfilling life. Ask yourself 'Do I know my character strengths and how can I build on these?'

Your overall score

All three sections work combine together to give you an overall picture of your work-life balance and at the end of the final results section you'll be given an overall results statement.

Flow & Motivation Score	High			
	Low			
		Low	High	
		Job Fit & Personality Score		

You can use this chart as a guide to how you scored in the flow and motivation and job fit and personality areas. Generally, the closer you are to the light blue area, the better your work-life balance is.

Remember this is only a guide, your demand and control results will also contribute.

If you'd like to talk about your results with one of our trained advisors, fill in the online form or call us on: 0808 802 03 04

www.recourse.org.uk