

# Personal Productivity Self-Assessment

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Identifying where you're at with personal productivity currently as well as where you want to be, both the near- and long-term future, are very important aspects in the process of realizing greater work/life balance. For this reason, I've included this appendix to enable you to assess your current situation and personal productivity goals.

In taking time to reflect upon your attitudes and feelings about work/life balance and to record your personal productivity goals, you're actually making the first change and taking the necessary first step in the process of actualizing them.

## ***Envisioning Work/Life Balance***

What's your image of work/life balance? What does this balance look like and what advantages do you expect it to bring? Does attaining it simply mean doing less work and having more free time? Or does it also mean becoming more competent in your professional and personal roles so that you can reduce stress as you get more done in less time? Finally, how does work/life balance relate to your vision of being a happy and fulfilled individual?

Go ahead and jot down every idea, thought, and feeling you have about work/life balance and the benefits you hope it will bring into your life:

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