



## Balance Without Burnout: A Quick Work-Life Harmony Quiz

Purpose: Quickly evaluate how balanced your work and life demands feel right now so you can choose one manageable practice to restore boundaries, energy, and satisfaction.

How to use: Answer each question honestly with **Yes** / **Sometimes** / **No**. Tally scores (**Yes = 2**, **Sometimes = 1**, **No = 0**). Total potential score = **20**. This is a self-reflection tool, not a clinical assessment; use results to create a short, focused plan that works for you.

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### Questions

1. I have a clear end time to most workdays and usually stop working then.
  2. I schedule non-work time (exercise, rest, hobbies) and protect it like an appointment.
  3. I can say no or renegotiate work requests that would overwhelm my capacity.
  4. I disconnect from work communications (email, Slack, messages) outside set hours.
  5. I'm satisfied with the amount of restorative sleep I get most nights.
  6. I regularly take short breaks during the workday that restore focus and energy.
  7. I have at least one person I can turn to for emotional support when work is stressful.
  8. I track my energy across the week and adjust tasks to match high/low energy periods.
  9. I delegate, automate, or simplify tasks that drain time but add little value.
  10. I experience more moments of calm and satisfaction than prolonged overwhelm.
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### Scoring Guide

Add your points (**Yes = 2**, **Sometimes = 1**, **No = 0**).

0–7 = Imbalance Warning

8–13 = Rebalancing in Progress

14–20 = Sustainable Rhythm

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## Results and Next Steps

**Imbalance Warning (0–7).** You are running on friction. Sleep, boundaries, or supports need urgent attention. Pick one immediate boundary (set a daily stop time) and one 5-10 minute evening recovery ritual for this week.

**Rebalancing in Progress (8–13).** You are building helpful habits but need consistency and structural changes to hold progress. Create a simple weekly plan: two protected non-work blocks, one delegated task, and a nightly wind-down routine for seven days.

**Sustainable Rhythm (14–20).** You balance demands and recovery well; focus on maintenance and preventing drift. Schedule a monthly check-in to audit energy levels, renew boundaries, and adjust workload or supports.

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## Further Score Analysis

Many feel stuck when assessing work-life balance. Use these added sections to turn insight into a practical plan you can start this week.

- **Boundaries (Q1, Q3, Q4):** Low scores mean immediate boundary changes will have the biggest effect.
- **Rest and recovery (Q2, Q5, Q6):** Low scores here point to energy debt; prioritize sleep and micro-breaks.
- **Supports and systems (Q7, Q9):** Low scores mean you're carrying tasks or stress alone; delegation and social support are key.
- **Self-awareness and pacing (Q8, Q10):** Low scores indicate a need for simple tracking and more frequent adjustments.

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## Three Practices to Start Today

- **Quick Boundary (60 seconds):** Tell one colleague or calendar block that you're offline after X time for the next 3 days.
- **Energy Audit (5 minutes):** List tasks that energize vs. drain you and move one draining task off your plate this week.
- **3-Minute Reset:** Stop, breathe 4 slow counts, stretch, and name one thing you will do to restore energy before returning to work.