

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.

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.

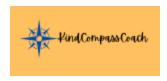
Scoring Guide

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

0-7 =Imbalance Warning

8-13 = Rebalancing in Progress

14–20 = Sustainable Rhythm



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.

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.

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.