



# SELF-CARE: Work-Life Integration

ACTIVITY

Work and personal time are no longer separate entities, especially with working-from-home becoming part of the new normal. We all need to find areas of compromise as we blend both personal and professional responsibilities in order to work towards better work-life integration. This brings with it increased flexibility provided we are able to implement and maintain boundaries that will protect us from the risks of burnout. Below are some self-assessment questions for you to start looking at your work-life balance.

Use the following questions to self-assess your work-life integration.	YES	NO
Have you missed important family events because of work-related time pressures and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is every minute of every day always scheduled for something?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel exhausted, even early in the week?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel like many people depend on you for support?	<input type="checkbox"/>	<input type="checkbox"/>
When working-from-home, do you find it difficult to limit your work time to your usual work hours?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel that you do not get time for yourself or for your family?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find you take on more and more work projects?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it hard to concentrate?	<input type="checkbox"/>	<input type="checkbox"/>
Are you more impatient/more critical with co-workers or clients?	<input type="checkbox"/>	<input type="checkbox"/>
Are you using food, drug or alcohol to feel better?	<input type="checkbox"/>	<input type="checkbox"/>
Have your sleep habits changed?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have unexplained headaches, stomach or bowel problems or other physical complaints?	<input type="checkbox"/>	<input type="checkbox"/>

### Please count the number of 'Yes' responses

#### 5+ 'Yes' responses:

You need to take immediate action. Adjusting goals and expectations together with your manager to work towards better balance. Remember: **Recognise, Respond, Refer** applies to you too

#### 3-4 'Yes' responses:

To ensure better work-life integration now is the time to make changes. Make a plan and discuss this with your manager. Better balance will ultimately benefit both you and your employer.

#### 0-2 'Yes' responses:

There seems to be a fairly good balance between your home and work life, however, any 'yes' response is a cause for concern. Make small adjustments to address this.