



Balancing Work and Home

Questions	Agree	Disagree
1. I have control over my work life	<input type="checkbox"/>	<input type="checkbox"/>
2. I enjoy hobbies or interests outside of work	<input type="checkbox"/>	<input type="checkbox"/>
3. I am able to make time for everything I want to do	<input type="checkbox"/>	<input type="checkbox"/>
4. I am happy and positive about what is happening at work	<input type="checkbox"/>	<input type="checkbox"/>
5. I have enough time to spend with my loved ones	<input type="checkbox"/>	<input type="checkbox"/>
6. When I am home, I feel relaxed and comfortable	<input type="checkbox"/>	<input type="checkbox"/>
7. I have time to do something just for me every week	<input type="checkbox"/>	<input type="checkbox"/>
8. On most days, I feel like I can manage my commitments	<input type="checkbox"/>	<input type="checkbox"/>
9. I am able to keep calm at work	<input type="checkbox"/>	<input type="checkbox"/>
10. I use all my vacation days	<input type="checkbox"/>	<input type="checkbox"/>
11. I have energy – even late in the week	<input type="checkbox"/>	<input type="checkbox"/>
12. I take my lunch break	<input type="checkbox"/>	<input type="checkbox"/>
13. I do not miss out on family events because of work	<input type="checkbox"/>	<input type="checkbox"/>
14. When I am home I do not think about work	<input type="checkbox"/>	<input type="checkbox"/>
15. My family does not get upset about how much time I spend working	<input type="checkbox"/>	<input type="checkbox"/>

For how many of the above questions did you check ‘agree’?

0-5: Your life is out of balance – now is the time to take action. You can take control and make changes!

6-10: You are keeping things under control – but barely. Take the time to make changes before you lose this balance.

11-15: You are doing well! Your life is in balance – be careful to keep it that way.

Disclaimer

This is not a scientific test. This quiz provides general information. If you think you need advice, please consult a health care professional.

Adapted from: Canadian Mental Health Association: Mental Health for All [Internet]. Canadian Mental Health Association; c2013. Work-Life Balance Quiz; c 2013; [about 3p.]. Available from: http://www.cmha.ca/mental_health/work-life-balance-quiz/

Tips to Find Balance

Home Strategies

- ✓ Eat meals as a family
- ✓ Plan meals ahead of time
- ✓ Plan things you can do as a family
- ✓ Take time to relax as a family
- ✓ Get all family members to help with chores
- ✓ Try to get some physical activity at home
- ✓ Ask for help from other family members
- ✓ Find childcare close to home

Work Strategies

- ✓ Take your breaks
- ✓ Do physical activity at work
- ✓ Stay home when you are sick
- ✓ Use all your vacation time
- ✓ Choose flexible work schedules when possible
- ✓ Get support from your co-workers
- ✓ Use services from employee assistance programs

Balance

- ✓ Think about the good things in your life
- ✓ Spend time with happy, positive people
- ✓ Think about what causes you stress and ways to cope
- ✓ Write out task lists for your day
- ✓ Organize your time
- ✓ Do not be afraid to say NO
- ✓ Be realistic about your goals
- ✓ Decide on your priorities
- ✓ Spend time with family with no distractions
- ✓ Avoid bringing work home
- ✓ Give yourself time to relax before starting work or returning home

Some of these strategies may work well for you. However, some might not! It is important to try different things and decide what is best for YOU.

If you are feeling overwhelmed, speak to your family doctor, your supervisor, manager, or the Employee Assistance Program at work or call one of many help lines such as the Distress Centre at 613-238-3311.

For general health information, you can also phone the Ottawa Public Health Information Line at 613-580-6744.