



## Online Free Resources

We develop people – they develop your business

### Life Balance Tool

#### When to use it

This tool can be used as an exercise to be done between coaching sessions, not only does it give the coachee time to think around the answers themselves, it also gives them a chance to complete it with the help of a colleague, partner or friend and give them a chance to open a debate outside the development programme.

This self assessment checklist can also be used within a coaching session. It may be that it could help to open some avenues for probing. It may be used to give some respite, if the session has become a little difficult or slow. It may be used to lift a session which has become slightly stuck.

Use it as you think fit. Use it in your particular style. Use it to the coachee's advantage. You can use the scoring as an opening to some further processing.

The actual use of the form is self explanatory.

### Checklist

*Where and how are you in or out of balance? To find out, print the questionnaire below and see how you score.*

**(Self-scoring:** 1 or less = serious problem area; 2 = area needs major improvement; 3 = area needs moderate improvement; 4 = area needs minimal improvement; 5 = system is world-class in this area)

#### Balance Tools

#### Score

I constantly strive to have a positive mental attitude.	
I take one risk per month in each of the following areas: physical, intellectual, emotional and spiritual.	
I have specific tools and techniques to manage the stresses in my life and I employ them on a regular basis.	
I block out time on my calendar for leisure and family activities and I follow through on those commitments.	
I take one day a month to conduct a personal 360-degree assessment of my life.	



### Introspection

I engage in some form of introspection -- where I ask myself the tough questions about what I want from life on a regular basis.	
I incorporate the four S's -- safety, solitude, structure and significance -- into my introspection efforts	
I take care of myself by nourishing the four compass points of mind, heart, body and spirit.	
I enlist the aide of a coach or mentor to assist with my introspection process.	
I use what I uncover during my introspection to guide important life decisions.	

### Living with Success

I stay current with my life	
I limit or try to avoid making "when-then" deals in my life.	
I work to build new identity, meaning and structure rather than defaulting to my old structure. I listen to and follow my inklings.	
I know the difference between my job and my work and use that knowledge to take a bigger picture view of life	

Once you have completed this questionnaire look at the areas where you have scored least and use them as the subject material to take your coaching session forward.