



CEEK a Better Way®

# CEEK LIFE Balance Assessment Workbook

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**This report is provided by CEEK LLC**

Email: [info@ceekllc.com](mailto:info@ceekllc.com)

Web: [www.ceekllc.com](http://www.ceekllc.com)

Twitter: [@ceekllc](https://twitter.com/ceekllc)

LinkedIn: [www.linkedin.com/company/ceek-llc](http://www.linkedin.com/company/ceek-llc)



Copyright © 2018 by CEEK LLC. All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of CEEK LLC, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to [info@ceekllc.com](mailto:info@ceekllc.com), addressed "Attention: Permissions Coordinator."



## Introduction

---

As a free gift for those who purchased the book, *Navigate Chaos – A 5-Step Guide to Balance Work, Family, and Other Life Priorities*, we offer the CEEK Life Balance Assessment. This assessment is designed to help you intentionally profess and assess the priorities of your life. We compare your professed priorities to your demonstrated behaviors, or how you live your life.

This workbook provides you with the templates to address findings from your personal Life Balance Assessment. You can respond directly to questions posed within the templates that follow or print this workbook and use it as a written journal for your responses.

The Life Balance Assessment and this associated report are tools to help build awareness as the first and most important step to pursue enhanced life balance. We encourage you to refer to and leverage your Life Balance Assessment Report as you read the book, *Navigate Chaos: A 5-Step Guide to Balance Work, Family, and Other Life Priorities*. Coupled with this assessment, the book will guide you through a simple, yet powerful approach to manage the tension well in pursuit of healthy life balance.



## Attachment 1. Priority Goals/Commitments

For each of the priority areas that you specified in your Life Balance Assessment, we encourage you to define at least three goals—stated as daily, weekly, monthly, or yearly commitments—that you can establish to reinforce your professed priorities in life. Specify the schedule and frequency with which you commit to fulfill each activity. As appropriate, place the specified commitments on your home and work calendars. Consider tracking your progress in a journal as a relative percentage of commitments maintained.

Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		



Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

\* Print more copies of this sheet as necessary to address additional priority areas in your life.



## Attachment 2. Resolving Balance Tensions

**ACTION** – For any priority areas whose professed priority is not consistent with your demonstrated behavior, we encourage you to assess the existing or potential sources of tension that may hinder your ability to sustain the goals or commitments you have proposed. Consider the following questions for each priority area and the associated commitments.

**Priority Area:** \_\_\_\_\_

	Question	Response
1	What, if anything, would prevent me from making and keeping the commitments associated with this priority area?	
2	What, if anything, can I do to remove such obstacles?	
3	Who can I engage or what can I do to hold myself accountable to such commitments?	



Priority Area: \_\_\_\_\_

Question	Response
<p><b>1</b></p> <p>What, if anything, would prevent me from making and keeping the commitments associated with this priority area?</p>	
<p><b>2</b></p> <p>What, if anything, can I do to remove such obstacles?</p>	
<p><b>3</b></p> <p>Who can I engage or what can I do to hold myself accountable to such commitments?</p>	

**\* Print more copies of this sheet to address each priority area and the associated commitments.**



### Attachment 3. Neglected Priority Area Assessment

**ACTION** – Relative to the Life Balance Assessment, we consider *slack* to be any instance in which you are willing to sacrifice one area of your life in favor of another, but you rarely do. If you often or always sacrifice *lower-priority areas* of your life in favor of *higher-priority areas*, you may have limited, if any, slack. While you may be effective at maintaining focus on the most significant priorities in your life, it is possible that your neglect of other interests or priorities could introduce new, unresolved tension. We encourage you to reflect on your neglect of lower-priority areas via the following questions.

Question	Response
<p>1 Has my focus on the most important priorities in my life prevented me from pursuing other priorities that would enhance my fulfillment in life? In what ways?</p>	
<p>2 If yes, what commitments can I make that will restore some focus on neglected priority areas?</p>	
<p>3 If no, what is it about these other areas of my life that make them worthwhile priorities?</p>	



## Attachment 4. Slack Assessment

**ACTION** – Relative to the Life Balance Assessment, we consider slack to be any instance in which you are willing to sacrifice a *lower-priority area* of your life in favor of a *higher-priority area*, but you rarely do. If such instances are infrequent or rare, it is useful to be aware of these sources for slack and to identify circumstances under which you would sacrifice lower-priority areas to focus on one or more higher-priority areas. We encourage you to reflect on following questions in preparation for circumstances that may warrant enhanced focus on another priority area of your life.

Question	Response
<p>1 What current commitments do I maintain that are optional?</p>	
<p>2 What circumstances might warrant my reconsideration of such optional commitments?</p>	
<p>3 What commitments, if any, could I temporarily suspend or permanently discontinue?</p>	





## Attachment 5. Balance Contingency Plan

**ACTION** – If your professed priorities and demonstrated priorities are well-aligned, we encourage you to reflect on the circumstances of your life that enable you to effectively prioritize what is important to you. It is important to establish the intentional discipline to periodically reassess your priorities to maintain effective life balance. Consider and respond to the following questions.

Question	Response
<p><b>1</b></p> <p>What characteristics of my current circumstances enable me to maintain effective balance?</p>	
<p><b>2</b></p> <p>Do such circumstances offer an opportunity for me to further pursue a passion or interest?</p>	
<p><b>3</b></p> <p>How might circumstances change in the future to challenge my priorities?</p>	