

*Do you have a  
healthy work life?*



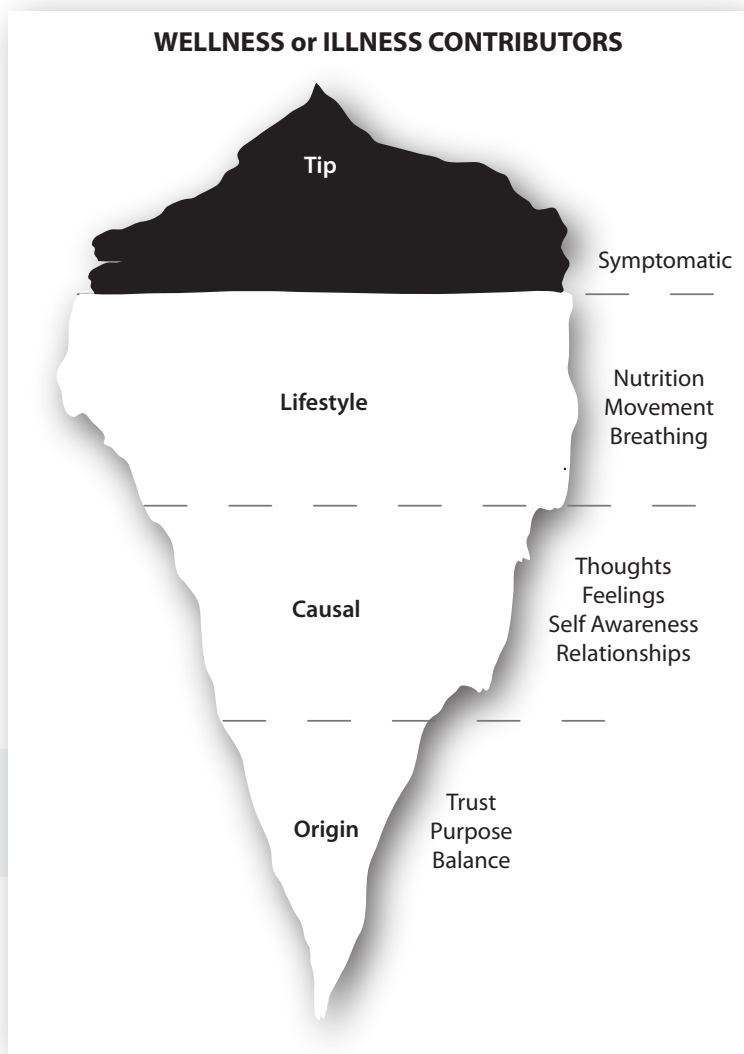
*Take your inventory with  
Wellness at Work Assessment*

# What is Wellness?

**What does it mean to be well?** Wellness is a dynamic and continuous life journey that involves conscious growth towards physical, mental, emotional and spiritual balance and harmony. As such, the journey includes time spent at work and our work environment contributes to our state of health and well-being.

Wellness and optimal health are not the opposite of illness. A person may be physically well but have established less than healthy lifestyle habits and coping skills that contribute to underlying imbalance on the mental-emotional or spiritual level.

If one uses the iceberg as an analogy for discussing our level of health, it becomes clear that the bulk of what promotes health or illness is below the surface. In fact, the tip represents signs and symptoms of deeply ingrained patterns of choice that are related to how we think and feel about ourselves, others and the world around us. This explains why it is possible to be both ill and well at the same time.



*Inspired and adapted from the Wellness Inventory from Wellness Workbook, 2nd edition, copyright 1981, 1988, 2004 by John W. Travis, M.D. and Regina Sara Ryan, Celestial Arts, Berkeley, CA: [wellnessworkbook.com](http://wellnessworkbook.com)*

# Introduction

This inventory provides you with an opportunity to explore dimensions of wellness while at work. Think of it as a starting point for reflection about what it means to be well at work. It contains statements that reflect behaviors, thoughts and feelings that promote health and wellness or illness.

Read the statements carefully and respond as honestly as possible. Your responses will provide you with visual reflecting your current state of balance and where you are now on your wellness journey. If a statement does not seem to apply to you, leave it blank and move to the next one. You are not penalized for doing so.

Using a check mark ✓, record your responses to each statement to the left of the statement using the following rating scale:      2 = *Yes, usually*      1 = *Sometimes*      0 = *Rarely*

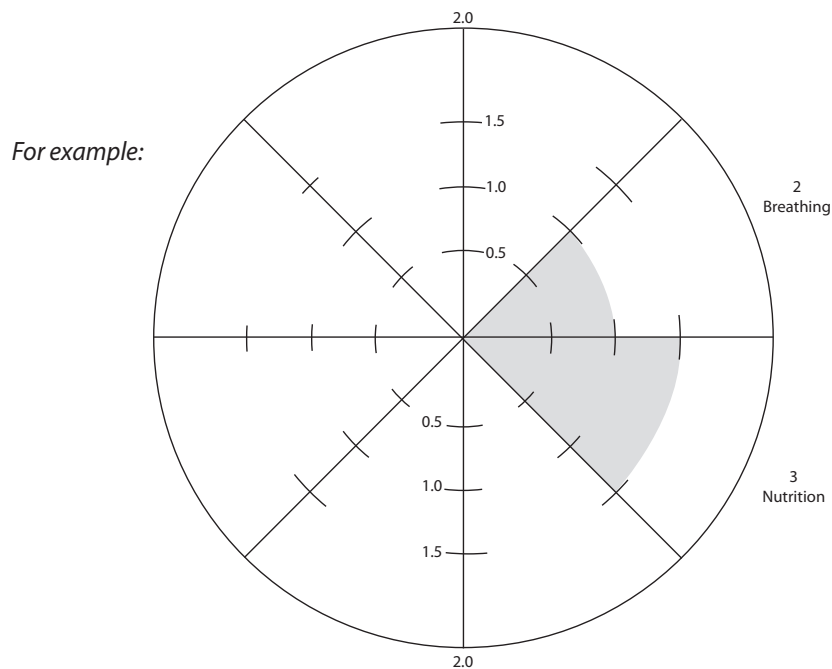
### Sample Questions

- I am aware of my negative self talk and take action to become more positive.
- I participate in aerobic exercise three times a week.
- I look for the positive intention in what others do and say.

2	1	0
	✓	
	✓	
	✓	

**TOTAL** points for this section 3 Divided by 3 (# of statements answered) = 1.  
**Average score for this section** 1.0.

When you have completed all the sections, take the average score and plot it in the section that corresponds to the wellness dimension. Draw a curved line between the two lines that define each section of the wheel. Fill in each section from the center to the score line.



# Wellness at Work Assessment

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## Section 1- Self Awareness

- I am aware of my strengths and weaknesses and can speak to them with a sense of humor.
- I am able to admit when I don't know something and ask for help.
- I am aware of how my thoughts and feelings effect my interactions with others and my job performance.
- I set realistic goals at work and am able to meet deadlines.
- I recognize the relationship between how I nurture myself and how I perform on the job.
- I am aware of and am comfortable using "gut" feelings or intuition to guide my decision-making.
- I am realistic about my abilities and consider them before agreeing to take on projects.
- I have a set of personal guiding values or principles from which I make decisions about the direction of my life.
- I am able to deal with most problems that come up at work.
- I like myself and am comfortable with who I am at work.

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_

**Average score for this section** \_\_\_\_

## Section 2- Breathing

- I am aware of my breath during the day and take deep breaths often.
- I am aware of the impact of stress and other emotional states on my breathing and make sure that I take breaths during those situations.
- I take time out during the work day to de-stress.
- When interacting with my co-workers, I make sure to take a breath before responding.
- I make sure that I have the energy to complete the day's tasks.
- I get plenty of rest and awaken energized and ready to start the day.
- When I am working, my body is relaxed and my spine is straight.
- The clothes I wear allow me to breathe naturally.
- When I connect with my breath, I become more present and aware of what is going on around me.
- My body is relaxed and flexible after a good nights rest.

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_

**Average score for this section** \_\_\_\_

# Wellness at Work Assessment

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## Section 3- Nutrition

- I eat a balanced diet of fruit, vegetables, protein and grains.
- I drink 6-8 glasses of water a day.
- I rarely eat "junk food" during the workday.
- I limit my caffeine intake to 1-2 beverages per day and avoid soda.
- I eat slowly, enjoying the food I am eating, in a pleasant relaxed environment outside my office.
- I avoid using alcohol as a tool for releasing stress.
- I am aware of when I eat to meet emotional needs rather than when I am hungry.
- I read the labels of the food I purchase in the grocery store and make selections that are whole and/or organic rather than processed.
- I avoid fad diets and am aware of the reasons that I may over eat.
- I choose food that will give me lasting energy rather than a "boost".

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_  
**Average score for this section** \_\_\_\_

## Section 4- Thoughts and Feelings

- I am aware of how my thoughts, positive and negative, color my responses to work situations.
- I am able to take time during my workday to step back from a problem and seek creative solutions.
- I meet my own needs rather than expect others to meet them.
- I create a relaxing and positive work environment.
- I can easily express concern for others and my feelings about events.
- The approval or disapproval of my boss or coworkers does not affect my self worth.
- I am able to handle the stresses and uncertainties in my job without becoming tense or physically ill.
- I am able to set clear and healthy boundaries when I need to.
- I look for the positive in situations that arise at work, no matter how challenging.
- I am aware of my negative self talk and take action to become more positive.

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_  
**Average score for this section** \_\_\_\_

## Wellness at Work Assessment

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### Section 5- Movement

When I am working at the computer for periods of time, I take stretching breaks.

I participate in some aerobic exercise at least three times a week.

When possible, I use the stairs.

I am aware of my body's need for exercise and take action to meet those needs.

While at work, I take time out from deskwork to walk on the campus or within the buildings to other departments.

I make sure to stretch before doing strenuous exercise or lifting.

I have some form of exercise that I enjoy doing just for the pleasure of it.

After I exercise I feel energized and ready to take on the tasks of my day.

I am aware of the relationship between movement and mood.

I enjoy using my body creatively through movement.

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_

**Average score for this section** \_\_\_\_

### Section 6- Balance

I make sure that I am well rested when I come to work.

I have a hobby or engage in some creative activities outside work.

I am able to have fun at work by making aspects of my job playful.

I am able to respond to challenges and stressors from a playful perspective.

I do not take on other peoples' responsibilities or accept unrealistic tasks.

I come to work excited about the challenges I will encounter during the day.

I am doing the work that I am meant to be doing.

I engage in play at least once a week.

I make sure that I take time away from work as needed to avoid burnout.

I make sure my work environment is pleasant and relaxing.

2	1	0

**TOTAL** (points for this section) \_\_\_\_ divided by \_\_\_\_ (# of statements answered) = \_\_\_\_

**Average score for this section** \_\_\_\_



[illegible]

**Average score for this section \_\_\_\_\_**

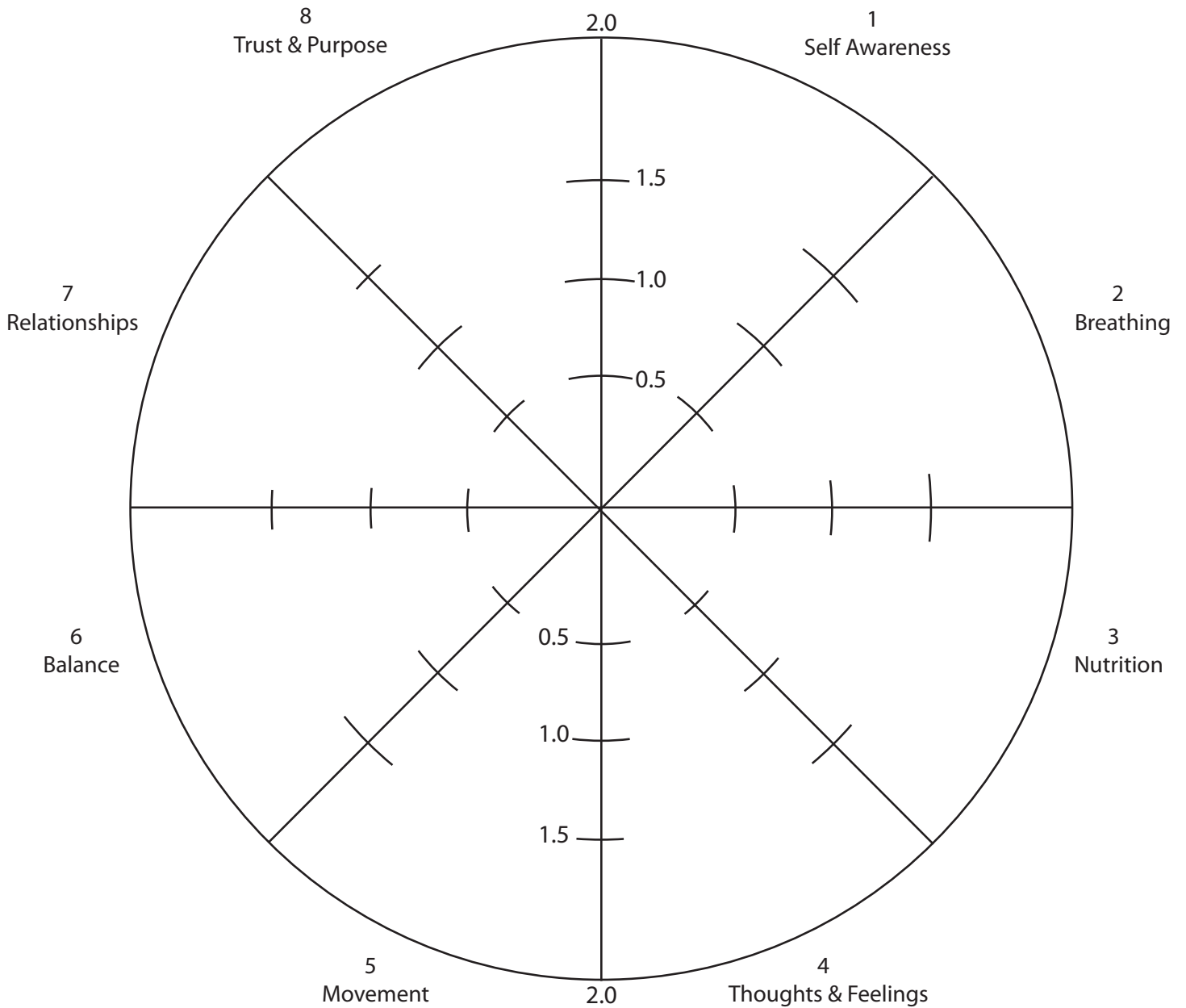
[illegible]

**Average score for this section** \_\_\_\_\_

## Work Environment

# Wellness Wheel

*Instructions: Plot the final score in the pie wedge that corresponds to the dimension.*



turn page for discussion ►



# Discussion

Now that you have completed your wheel, take a few moments to reflect on the overall balance of your wheel. Here are some questions to help you in your self-exploration. *In the space provided, write your initial responses to each questions.*

1. What is your first response to your wheel?

2. What do you feel positive about? Less positive?

3. Where are there opportunities for growth?

4. Instead of looking at all the work you might have to do, pick a small item to work on and then add others over time. What would that small step be?

{ Please remember that you are not a problem to be fixed.  
Wellness is a life long journey. What is important is that you are on the journey. }

# *Wellness at Work Assessment*



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