

# PERSONAL / PROFESSIONAL BALANCE QUESTIONNAIRE

## TECH STUFF

guiding thought: Whatever you find yourself struggling with here may need to be taken care of by a third party or you must be willing to learn it through classes or tutorials. All of which are either time and/or financial costs.

1. Which of the computer tasks below would give you trouble?

- checking email
- updating text on website
- creating word processing doc
- creating spreadsheet
- updating social media accounts
- blogging
- watching videos
- searching for articles
- making payments
- shopping
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2. Search for & list 3 apps for your phone that could help you be more productive (To Do Lists, Social Media apps, blog feeds, email, note apps)

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## TIME COSTS

guiding thought: It's almost silly to list out the things that take up your time. I know you are busy. Instead, brainstorm some ways your time can be redeemed, so your priority list can stay intact.

1. Think of some practical ways you can redeem your time. It's best to think about what you have to get done on that particular day and start making combo tasks like listening to a podcast while exercising. \_\_\_\_\_ while \_\_\_\_\_

| \_\_\_\_\_ while \_\_\_\_\_ | \_\_\_\_\_  
while \_\_\_\_\_ | \_\_\_\_\_ while \_\_\_\_\_ |  
\_\_\_\_\_ while \_\_\_\_\_.

## HOUSEHOLD STUFF

guiding thought: This is all about priorities. Either you should make sure that each day is tackled in the correct order so that you don't neglect what is important or designate certain days to handle certain tasks.

1. List your daily priorities (both personal and professional) in the way they should be considered each day.

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## PASSIONS & TALENTS

guiding thought: If you can build your brand around your talents and what makes you tick then it will be easier to maintain and more enjoyable overall. This affects your household stuff in a positive way. You are happy, so your house is happy.

1. If your friends were asked the top 3 things you were good at, what would they say?

2. If you had \$500,000 to spend on anything except yourself personally or your family, what would you do with it?

3. What top two things in this world could you not live without outside of your family? Why?

4. How can you incorporate your passions and talents into what you provide in your brand?

## ORGANIZATION & AUTOMATION

guiding thought: The more organized you are, the more time you can free up. It also allows you to efficiently serve your customers. In addition to organization, if you can automate certain tasks, you will always be two steps ahead. For instance automate email filters or social media sharing.

1. What areas of your life do have a hard time organizing?

2. If you could make 3 things happen automatically every day (within reason), what would they be?

3. Research some tools that would help you with organization/automation and list them to the right.