



Personal Checklist

Name: _____

Date: _____

Work

- | | |
|--|--------------|
| My work stimulates me | True False |
| I am proud of what I do for a living | True False |
| I feel appreciated in my workplace | True False |
| I respect the people I work with | True False |
| I know where my career is heading | True False |
| I complete my work within reasonable hours | True False |

Work Relationships

- | | |
|---|--------------|
| I acknowledge others everyday | True False |
| I have a good working relationship with others | True False |
| I have a good working relationship with my manager | True False |
| I am trusted in the workplace | True False |
| I am a good listener | True False |
| I communicate clearly at work | True False |
| I feel confident in my dealings with others in the workplace | True False |
| I work in a collaborative way and find ways to contribute to others | True False |

Time Management/Organisation

- | | |
|--|--------------|
| I manage my time well | True False |
| I delegate without guilt | True False |
| I spend appropriate time on the important/non-urgent tasks | True False |
| I set my priorities according to organisation and personal goals | True False |
| I do not have a backlog of work | True False |
| My desk is uncluttered | True False |
| I am always on time for work and other commitments | True False |
| I manage information and paper efficiently | True False |

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I do not over commit True | False
I set realistic time frames True | False

Performance

I have had the training to do my job well True | False
I am proud of the quality of work I produce True | False
I am satisfied with my level of productivity True | False
I am confident in my ability to perform my role to the highest standard True | False
I am innovative and creative in my approach to work True | False

Health

I am happy with my current weight True | False
I do some form of exercise at least three times a week True | False
I have a balanced diet including lots of fresh food True | False
I don't smoke or drink alcohol excessively True | False
I am up to date with all necessary medical and dental check-ups True | False
I am happy with the sleep I get True | False
I have appropriate clothes for my work and personal interests True | False
I am not concerned about my stress levels True | False
I feel generally well True | False

Personal

I like myself True | False
I have had a birthday party in the last three years True | False
I have a life outside of my work True | False
I have enough confidence to do what I want in life True | False
I have adequate holidays each year True | False
I don't lie or exaggerate True | False
I am comfortable saying 'no' when I need to True | False
People know they can count on me to do what I say I will do True | False



I can easily recall the last time I really laughed True | False
I have a form of creative expression True | False

Finances

I have a budget that I use True | False
I pay my bills on time True | False
I know how much I owe and when it will be paid off True | False
I have an active long-term financial plan True | False
I can reward myself without feeling guilty True | False
I use my credit card wisely True | False
I have a will True | False
My wallet is uncluttered True | False
My tax affairs are up to date True | False

Home environment

I am happy with my home True | False
My home is generally clean and tidy True | False
I surround myself with things that I love True | False
I don't acquire clutter True | False
I recycle at home True | False
My personal files are in order True | False
My bed supports me having a good sleep True | False
I have photos of loved ones on display True | False
I am happy with my mode of transport True | False

Relationships

I am happy with the level of intimacy in my life True | False
My partner and I respect each other and are equals True | False
I make amends easily with people I have had conflicts with True | False
I trust the significant people in my life True | False



I am on good speaking terms with my neighbours	True False
I consider myself to be a good friend	True False
I see people who are important to me regularly	True False
My friends and family know how much I care about them	True False
I am satisfied with my social life	True False

Content sourced from:
 **Results**
Coaching Systems