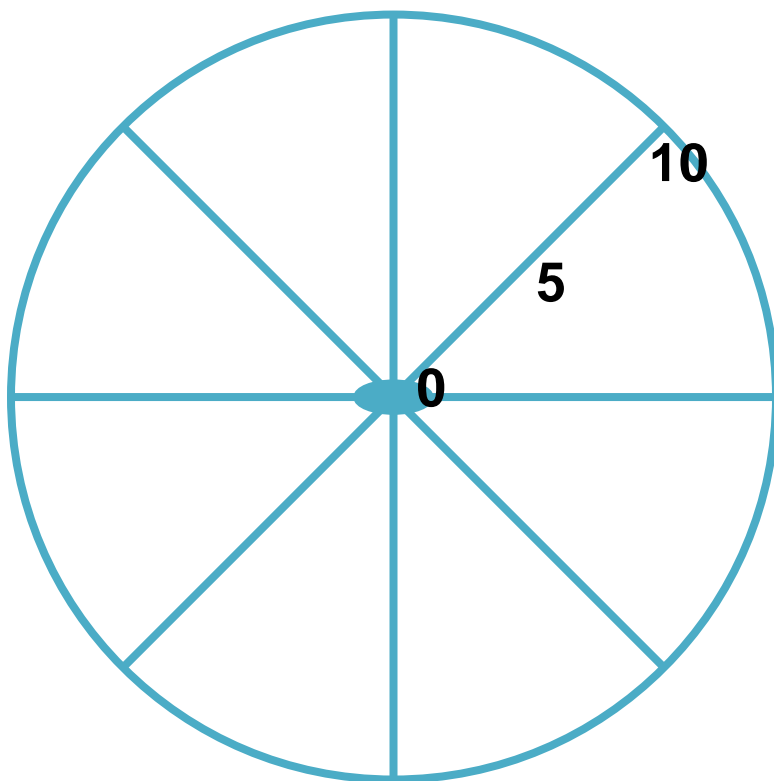


# Professional Work Wheel

**A.** Label each segment with a heading relevant to your work. For example:

- Time Management
- Managing priorities
- Email handling
- My team performance
- Relationship with peers or clients
- Clear about roles & duties
- Add value to my role
- On track with career
- Business development
- Excellence in project completion



**B.** How to score your level of satisfaction with aspects of your life.

Use a scale of 0 to 10 to assess your satisfaction level. Mark the point on the line that shows your level of satisfaction.

Taking the results further you can join the dots around the circle and notice the shape.

Is your wheel running smooth? Notice the areas which have the most pull on you.

**C.** Choose one area that you would like to improve immediately, such that when you take action you alter the balance across the entire wheel.

The area is \_\_\_\_\_

My desired outcome in this area is \_\_\_\_\_

Do I need to ask for help or to upgrade my skills, change my beliefs, have training or coaching or alter my environment to get this outcome? \_\_\_\_\_

I am committed to and responsible for taking the following action to increase my level of satisfaction. In the short term my action is:

1. \_\_\_\_\_

In the medium term

2. \_\_\_\_\_

In the longer term

3. \_\_\_\_\_

By \_\_\_\_\_ time, I will have \_\_\_\_\_