



Professional Life Inventory

The following questionnaire is a thorough assessment tool that will assist you in analyzing the state and health of your professional life at this moment. Give a score of 1 through 5 to each of the following questions.

If you feel that a specific statement does not apply to you, simply write n/a. The answers to these questions will give you a better idea of your level of interest and satisfaction in your profession, what is lacking, and how you can improve it.

I. Career Satisfaction:

1. _____ My work fulfills me, it stimulates me both mentally and emotionally, and I am proud of the way I earn my living.
2. _____ I am very satisfied with my decision to have joined my profession. I have never considered changing careers.
3. _____ I look forward to getting up in the morning and going into work.
4. _____ In my point of view, my work is very important and makes a difference in society.
5. _____ I don't feel like I work too much. I spend a lot of time with my family and don't allow my work to interfere with my personal life.
6. _____ I hear that stress is a big problem for a lot of people but that is not the case for me. I don't get stressed out and when I do, I have ways to handle it.
7. _____ I feel I've got a very good balance between my professional and personal life.
8. _____ I have enough time to meet all my work and personal deadlines.
9. _____ I feel energetic at the end of the day and am ready to enjoy "me" time once I leave the office.
10. _____ I have all of the education, knowledge and skills that I need to be good in my profession.
11. _____ I always do the best job I am capable of doing.
12. _____ I'm well respected by my peers and colleagues.
13. _____ I find working with my customers incredibly gratifying.

_____ **Total for section**

_____ **Average for section**



II. Potential for Profitability:

1. _____ My career provides a good financial amount for my family and I.
 2. _____ I don't have to struggle each month to pay overhead expenses in my office or business.
 3. _____ I have/my office has a marketing plan and follow(s) it consistently.
 4. _____ I have/my office has sufficient support staff and technology to get the work out as cost effectively as possible.
 5. _____ My monthly income is consistently sufficient to pay all of my financial obligations as they become due.
 6. _____ I am not underpaid.
 7. _____ I am doing everything I can to maximize my income and minimize my expenses.
 8. _____ Compared to my peers, I am doing very well financially.
 9. _____ My clients give me repeat business and refer customers to me.
 10. _____ My work is always done on time and the invoices go out on schedule.
 11. _____ There are at least good 3 reasons why clients should choose my services/product over the competition. What are those 3 reasons?
-
-

12. _____ I/my office am/is constantly aware of our monthly expenses, receivables and work in progress.

_____ **Total for section**

_____ **Average for section**

III. Your Work Environment:

1. _____ I work with the right people to get my job done.
2. _____ The atmosphere at my office firm is generally positive.
3. _____ There's no office politics or difficult people to deal with at my office.
4. _____ I have the right people in my support staff.
5. _____ The office looks professional and I feel really proud of its appearance.
6. _____ The office environment brings out the best in me.
7. _____ My work is compatible with my values and life philosophy.
8. _____ I really like the people I work with and would enjoy being around them even outside of work hours.
9. _____ All of the staff in my office give me a feeling of family and shared purpose.
10. _____ We take time to get to know each other aside from our work roles.

_____ **Total for section**

_____ **Average for section**



IV. Health of Your Productivity:

1. _____ I am sure that I've got and use all the books, tools, and equipment I need to do my work efficiently.
2. _____ My support staff is well trained and uses their training to being most effective on a daily basis.
3. _____ I feel that I am great at utilizing my time smartly. I stick to my schedule.
4. _____ I don't see the sense in procrastination and don't do it.
5. _____ I schedule interruption-free time into every workday to do important tasks.
6. _____ Time is precious so I don't waste any of it.
7. _____ I have a very clear vision of how I can spend time most effectively.
8. _____ My delegation skills are impeccable and I apply them often.
9. _____ I communicate with my support staff and train them on how to best support me.
10. _____ I handle the most important tasks first to prevent them from becoming urgent.
11. _____ I am comfortable saying no and don't over extend myself.
12. _____ I feel that a great method to do things is to under promise and over deliver.
13. _____ I'm really aware of how long a task will take me and can estimate the needed time accurately.
14. _____ I take breaks throughout the day to maintain my energy and focus.

_____ **Total for section**

_____ **Average for section**

V. Future Prospects:

1. _____ I am in the right career and see myself staying in this field until I retire.
2. _____ I'm working in the right place and see myself staying in this company until I retire.
4. _____ I am on the right track for getting promoted and getting the most financially compensation available in my profession.
5. _____ I have a career plan for my profession and am consistently following it.
6. _____ I am on a path of professional growth that will give me the knowledge and experience I need to achieve my career goals.
7. _____ I stay on track with my plans and know that the hard work and sacrifices will pay off.
8. _____ I am very clear on what I want out of my profession and how to obtain it.
13. _____ I have a network of business contacts and I keep in touch with my network.
14. _____ I have constructed a Life Plan and know exactly how my career fits into it.
15. _____ I feel that having a mentor is an incredibly powerful tool and have one/two/three who I speak to regularly in regards to my goals and plans of achieving them.

_____ **Total for section**

_____ **Average for section**



1. The top 3 challenges I face in my professional life:

1. _____
2. _____
3. _____

2. The top 3 manners in which I can handle these challenges are:

1. _____
2. _____
3. _____

3. The 3 most effective ways to handle these challenges are:

1. _____
2. _____
3. _____

4. The 3 people that can help me to overcome these challenges are:

1. _____
2. _____
3. _____

5. The 3 steps I can take right now to begin to overcome those challenges are:

1. _____
2. _____
3. _____