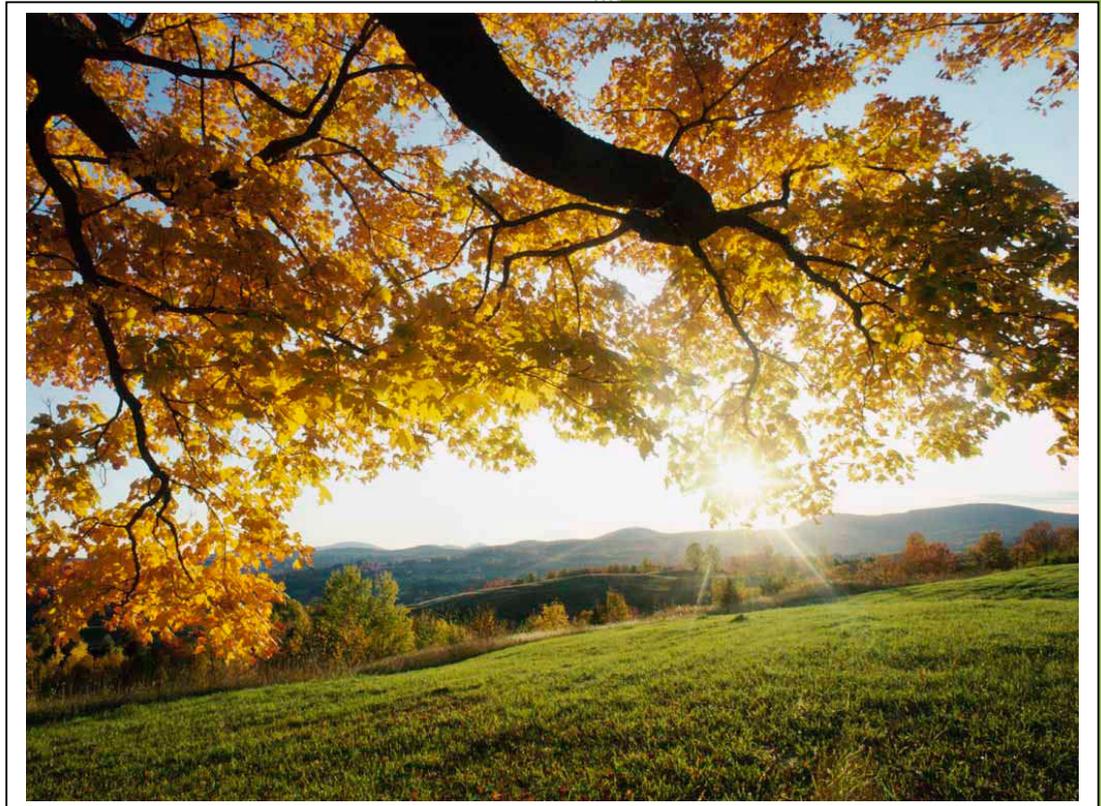


Wholeheartedness Assessment



A Step-by-Step
Assessment for
Living a
Harmonious
Work/Life



Inspiration * Support * Results

Overview

DESCRIPTION:

The Wholeheartedness assessment is designed to help you assess your current and future effectiveness for living a harmonious work/life in these three key areas:

- ♥ Body – physical and social
- ♥ Mind – intellectual and financial
- ♥ Spirit – emotional and spiritual

The assessment provides you the opportunity to record what you already do in each of these areas, provide suggestions on what you could do, and determine an action plan for what you will commit to doing.

INSTRUCTIONS:

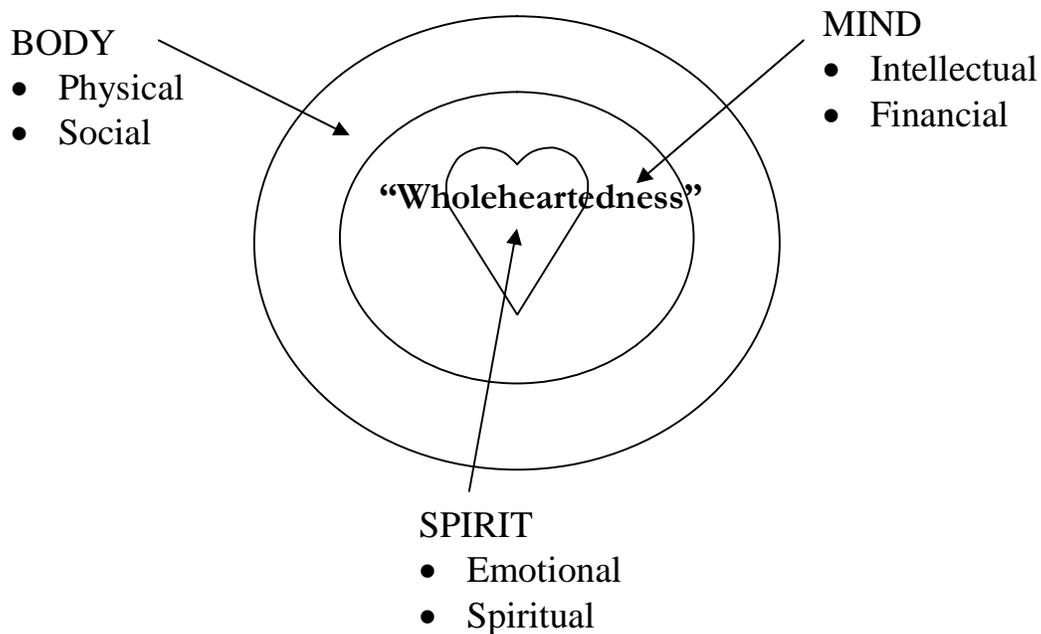
Complete the items in the following order. Once the item is completed, put an “x” in the box.

- Review the wholeheartedness model on page 3.
- Read through the descriptions for each of the three elements of body, mind and spirit on page 4.
- Describe what your vision is for living a wholehearted life on page 5.
- Read through pages 6-8 titled “assessment and action plan” and record what you currently or already do for each of those areas in the appropriate boxes titled “already do.”
- Assess or evaluate your *current* level of effectiveness on page 9 in each of the areas by analyzing what you just recorded that already do in each of these elements.
- Assess or evaluate your *future* level of effectiveness on page 9 in each of these by deciding how much further you want or need to go in each element, keeping your vision in mind on page 5.
- Review each of the suggestions titled “could do” on pages 6-8 provided for each element.
- Record the suggestions in the box titled “WILL do” on pages 6-8 that you want to commit to.
- Include any other suggestions not provided that you want to commit to.
- Now, go do IT!!

Wholeheartedness Model

Wholeheartedness: *Strive for being whole in work/ life through body, mind and spirit*

- Finds harmony by engaging in body, mind and spirit activities
- Knows real priorities and then effectively sets boundaries and manages time to focus on them
- Pursues growth and satisfaction in both personal and professional endeavors
- Stays focused and handles tension during stressful times
- Strives to make the necessary adjustments when out of balance



Definitions

BODY

Physical: Physical wellness is developed through proper nutrition, exercise, rest and healthcare management. It involves caring effectively for your “physical body” by eating the right kind of foods, getting sufficient rest and relaxation, exercising on a consistent basis and maintaining health through regular appointments. With proper attention to the physical aspect of your life, you will renew this part of your essential self.

Social: Social wellness is developed through relationships, entertainment, hobbies and stress management. It involves caring effectively for your “social body” by connecting with key relationships, engaging in fun activities, developing hobbies you want to pursue and releasing stress in your life. With proper attention to the social aspect of your life, you will renew this part of your essential self.

MIND

Intellectual: Intellectual wellness is developed through mental capacity with learning, working, reading, writing, and thinking. It involves caring effectively for your “intellectual mind” by stimulating your mental capacity to learn new things, having challenging work assignments, reading a variety of subjects, increasing writing capability and solving problems with critical thinking. With proper attention to the intellectual aspect of your life, you will renew this part of your essential self.

Financial: Financial wellness is developed through wise spending, saving, investing and understanding your financial resources. It involves caring effectively for your “financial mind” by spending money based on budgets, saving money using creative measures, investing for future goals and gaining a clear understanding of how finances are spent. With proper attention to the financial aspect of your life, you will renew this part of your essential self.

SPIRIT

Emotional: Emotional wellness is developed through communication, emotional awareness, listening skills, energy management and the emotional bank account. It involves caring effectively for your “emotional spirit” by communicating appropriately with others, having emotional awareness of self, listening empathetically to others, knowing what gives you energy and making deposits into the emotional bank account of others. With proper attention to the emotional aspect of your life, you will renew this part of your essential self.

Spiritual: Spiritual wellness is developed through the whole self, interconnections, sense of purpose, inspirational activities and spiritual practices. It involves caring effectively for your “spiritual spirit” by uplifting the whole self, feeling a sense of interconnectedness with others, discovering mission and purpose in life, engaging in a variety of inspirational activities and reinforcing a commitment to spiritual practices. With proper attention to the spiritual aspect of your life, you will renew this part of your essential self.

Your Wholeheartedness Vision

Describe in as much detail as possible what your vision is for living a wholehearted life. Make sure that you write as if it is already happening.

I am living wholeheartedly now that....

Assessment & Action Plan

BODY

Physical: Physical wellness is developed through proper nutrition, exercise, rest and healthcare management. It involves caring effectively for your “physical body” by eating the right kind of foods, getting sufficient rest and relaxation, exercising on a consistent basis and maintaining health through regular appointments. With proper attention to the physical aspect of your life, you will renew this part of your essential self.

<p>Already Do:</p>	<p>Could Do:</p> <ul style="list-style-type: none"> • Get 6-8 hours of sleep a night • Exercise 3 times a week for at least 20 minutes • Limit between meal snacking • Go to a spa and treat your body with a massage • Do yoga to improve stretch and centeredness • Select foods carefully (look at labels) • Find a sport or recreational activity you enjoy • Think physical (take stairs, walk to do errands) • Get your annual check-ups & take vitamins • Stay on top of current health information
<p>WILL Do:</p>	

Social: Social wellness is developed through relationships, entertainment, hobbies and stress management. It involves caring effectively for your “social body” by connecting with key relationships, engaging in fun activities, developing hobbies you want to pursue and releasing stress in your life. With proper attention to the social aspect of your life, you will renew this part of your essential self.

<p>Already Do:</p>	<p>Could Do:</p> <ul style="list-style-type: none"> • Make a list of the top 10 things you enjoy doing • Schedule time to do at least 3 things you love • Make a date with yourself • Cut out social activities that don’t provide value • Connect with someone you’ve been meaning to • Get at least 4 hugs a day (needed to be sane) • Have stress relievers in your life • Spend quality time with family and friends • Build new friendships • Pick up a hobby you’ve been wanting to do
<p>WILL Do:</p>	

Assessment & Action Plan

MIND

Intellectual: Intellectual wellness is developed through mental capacity with learning, working, reading, writing, and thinking. It involves caring effectively for your “intellectual mind” by stimulating your mental capacity to learn new things, having challenging work assignments, reading a variety of subjects, increasing writing capability and solving problems with critical thinking. With proper attention to the intellectual aspect of your life, you will renew this part of your essential self.

<p>Already Do:</p>	<p>Could Do:</p> <ul style="list-style-type: none"> • Eliminate activities that don’t stimulate you • Work smarter not harder at work • Choose a magazine to look at for fun • Read the #1 book from your favorite list • Put together or solve a puzzle • Take a community education class • Write a chapter to a book idea you have • Explore a subject you know nothing about • Learn more about how your brain works • Teach others about your passion
<p>WILL Do:</p>	

Financial: Financial wellness is developed through wise spending, saving, investing and understanding your financial resources. It involves caring effectively for your “financial mind” by spending money based on budgets, saving money using creative measures, investing for future goals and gaining a clear understanding of how finances are spent. With proper attention to the financial aspect of your life, you will renew this part of your essential self.

<p>Already Do:</p>	<p>Could Do:</p> <ul style="list-style-type: none"> • Use coupons and pay off some debt • Limit “extra” expenses for a period of time • Develop a budget and stick to it • Set long-term financial goals and invest • Take critical and cautious financial risks • Read books like <i>The Millionaire Next Door</i> • Study budgets and ways to save money • Give yourself an allowance for certain areas • Understand how you spend your money • Meet with a financial planner
<p>WILL Do:</p>	

Assessment & Action Plan

SPIRIT

Emotional: Emotional wellness is developed through communication, emotional awareness, listening skills, energy management and the emotional bank account. It involves caring effectively for your “emotional spirit” by communicating appropriately with others, having emotional awareness of self, listening empathetically to others, knowing what gives you energy and making deposits into the emotional bank account of others. With proper attention to the emotional aspect of your life, you will renew this part of your essential self.

Already Do:	Could Do: <ul style="list-style-type: none"> • Make a list of your most common emotions • Learn more about your Emotional Intelligence • Listen totally with no agenda • Identify who provides the support you need • Log what gives you energy – enhance it • Log what depletes your energy – avoid it • Share your fears with your best friend • Understands emotional triggers and hot buttons • Use the energy continuum to measure emotions • Collect quotes that appeal to you
WILL Do:	

Spiritual: Spiritual wellness is developed through the whole self, interconnections, sense of purpose, inspirational activities and spiritual practices. It involves caring effectively for your “spiritual spirit” by uplifting the whole self, feeling a sense of interconnectedness with others, discovering mission and purpose in life, engaging in a variety of inspirational activities and reinforcing a commitment to spiritual practices. With proper attention to the spiritual aspect of your life, you will renew this part of your essential self.

Already Do:	Could Do: <ul style="list-style-type: none"> • Journal • Meditate, slow down, breathe and be quiet • Define your mission/purpose statement • Attend a spirituality event • Take your own self retreat • Read or listen to inspirational works • Work with a life coach • Listen to uplifting and engaging music • Be at one with nature • Make art and/or study great artists
WILL Do:	

Evaluation of Effectiveness

CURRENT LEVEL OF EFFECTIVENESS

Assess or evaluate your *current* level of effectiveness in each of the areas by analyzing what you just recorded in the boxes titled “already do” on pages 5-7 in each of these elements.

<i>Overall Level of effectiveness</i>	BODY		MIND		SPIRIT	
Significantly Effective (5)						
Definitely Effective (4)						
Moderately Effective (3)						
Somewhat Effective (2)						
Not at all Effective (1)						
	Physical	Social	Intellectual	Financial	Emotional	Spiritual

FUTURE LEVEL OF EFFECTIVENESS

Assess or evaluate your *future* level of effectiveness in each of these areas by deciding how much further you want or need to go with each element, keeping your vision in mind on page 4.

<i>Overall Level of effectiveness</i>	BODY		MIND		SPIRIT	
Significantly Effective (5)						
Definitely Effective (4)						
Moderately Effective (3)						
Somewhat Effective (2)						
Not at all Effective (1)						
	Physical	Social	Intellectual	Financial	Emotional	Spiritual