

# Claudette Chenevert - The Stepmom Coach

Taking you from Surviving to THRIVING, one STEP at a Time

[www.stepmomcoach.com](http://www.stepmomcoach.com)

## Personal Checklist

This is a Personal Checklist. It has many purposes, including seeing which areas of your life are doing well and which ones you need to work on. I recommend you do this once a month to see any progress you've done or changes you need to make.

### Directions:

Fill out the form without thinking too much about the answers. Trust your intuition on this. Refrain from passing judgement. Let this be simply a checklist of where you can focus your energies to make your next improvements in your life.

### 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/Organization

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 organization 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

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 checkups 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 am able to 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 neighbors	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

Date this worksheet and add any comments, reflections you have from doing this exercise.

If you'd like to talk about what you learned, let's get together. Set up a Free 30-min session at <https://www.stepmomcoach.com/calendar01>

**Note:**