

Coaching: Self-Assessment Questionnaire


Introduction

Consider the following questions and note down any and all responses or answers which seem appropriate to you. You don't have to share this with anyone if you don't want to.

There are no 'ideal' answers. It is a tool to encourage focused, creative thinking about you.

1. Review

Rank your current level of satisfaction within the following areas of your life: (1-5)

					
	Very Unsatisfied		OK		Very Satisfied
Career / Work current	1	2	3	4	5
Career / Work prospects	1	2	3	4	5
Personal relationship	1	2	3	4	5
Time with friends and family	1	2	3	4	5
Personal finances	1	2	3	4	5
Comfort / suitability of home	1	2	3	4	5
Hobbies, leisure pursuits	1	2	3	4	5
Quality relaxation (e.g. holidays, restful pastimes)	1	2	3	4	5
Health	1	2	3	4	5
Fitness	1	2	3	4	5
Social contribution (e.g. charity work, role in community)	1	2	3	4	5
General motivation	1	2	3	4	5
Ability to handle stress	1	2	3	4	5
Your future plans	1	2	3	4	5

2. Life Balance

Look at the illustration on the right and consider a typical three month period in your life: note the activities which would fall in to each category. How is your time distributed? Do you put effort in to all three aspects of your life or just one or two? Is there an area you'd like to focus on more?



3. Specific Analysis

Learning

1. When did you last learn how to do something new? What was the motivation for this?
2. What new skills have you acquired recently to assist with your career? (E.g. software training, product training, sales skills etc.)
3. Can you identify any skills which would enhance your career prospects and make your business more successful? (E.g. learning another language, advanced use of Microsoft Excel, further professional qualifications)
4. Can you identify anything which you would enjoy learning just for pleasure? (E.g. Tai Chi, Photography)

Work / Career

5. How would you rate your satisfaction in your current work?
6. What, if anything, could you do to improve this?
7. List what you would like to achieve at work within the next quarter, next year and within five years

Projects

8. Have you any unfinished projects which you would love to finish? (E.g. writing your novel, updating your CV, setting up a hobby business on eBay, etc.)
9. What projects have you identified which you would love to achieve but haven't started? (E.g. getting fit enough to complete a triathlon, studying for an MBA, writing your will, planning an early retirement or change of career)

Other

10. If you won the lottery, once you'd had a few months of fun spending the money, how would you fill your time day to day? Why?
11. What or who inspires you? Why?

