

## Workplace Inventory and Score Key

The assessment below will help you explore feelings about your current work environment. There are no perfect scores. This is simply the start of a conversation about what you like, and what you don't like, about your current job. No value judgement intended, no need to assign blame or feel guilty. Remember it is possible, with help, to improve almost any work situation.

For some people, the work they do is simply a job, a daily activity to make a living and provide funds to pursue other interests. This is enough to make a job worthwhile. Others are drawn to pursue a career or profession as a calling, something they feel compelled to do, often from a young age. As you go through the assessment (on the next page) remember this is a thought experiment to provide clarity about your current employment.

For now, simply take the assessment and consider what the score may mean about the match between you and your job. Try not to jump to hasty conclusions based on your score. In my experience, the answer that comes easily is not always the deeper answer one seeks.

***To start: Please choose a point on the horizontal numerical scale to indicate where you best fit on the 10-Point continuum between the two contrary statements. If time permits, you may want to ask your marital partner (or someone who knows you well) to answer the questions based on what they hear from you about your job situation. You can then compare notes.***

Instructions for completing the inventory.

### Directions:

- 1) Read the sentences on each side of the same numbered item.
- 2) Decide which of the two statements is more like you.
- 3) Circle the number on the scale that you think best fits your situation.
- 4) After completing all ten items, add up the numbers and write your total score at the bottom of the page in the space provided.

My Workplace Inventory	WHERE I BEST FIT										My Workplace inventory
1. My relationship with my boss is excellent. I receive clear direction and adequate support. I speak candidly.	10	9	8	7	6	5	4	3	2	1	1. My relationship with my boss is terrible. I do not feel supported, and I'm rarely open with him/her/they/them.
2. I have outstanding relationships with colleagues in my work group. We are highly effectively as a team.	10	9	8	7	6	5	4	3	2	1	2. I hate working with my peers. We don't accomplish much together.
3. I know exactly what's expected of me those expectations are attainable	10	9	8	7	6	5	4	3	2	1	3. The expectations on my job are fuzzy, inconsistent, non-existent, and/or way too overwhelming.
4. I am well paid and get all the resources I need to do my job well in a timely manner.	10	9	8	7	6	5	4	3	2	1	4. I am not paid a fair wage for the work I do and I never seem to get the resources I need to do my job.
5. In my role at work, I am rewarded for taking initiative and being creative.	10	9	8	7	6	5	4	3	2	1	5. I am highly restricted in my job. There are procedures established and enforced which seem unnecessarily limiting.
6. My work responsibilities are an excellent match with my abilities. (I am challenged, but not to the point of frustration.)	10	9	8	7	6	5	4	3	2	1	6. The job I am expected to do is too difficult (or way too easy) for my current ability level.
7. I see many opportunities here to grow into a better employee and person.	10	9	8	7	6	5	4	3	2	1	7. I don't see any future for me here. There are few opportunities for growth or learning.
8. The environment within which I work is pleasant, comfortable, well organized, and provides everything that I need.	10	9	8	7	6	5	4	3	2	1	8. I am not comfortable in my workspace or the overall physical environment in which I work.
9. I am almost always involved in mgmt. decisions that will impact my work.	10	9	8	7	6	5	4	3	2	1	9. I am hardly ever involved in mgmt. decisions that will influence my work.
10. This is a place I would like my son, daughter or a loved one to work.	10	9	8	7	6	5	4	3	2	1	10. I would never want my son, daughter or a loved one to have to work here.

My Total Score is \_\_\_\_\_

## Interpreting your score.

The Workplace Inventory is not a pass or fail score. The questions are designed to identify positive aspects of your job and highlight areas you think might need improvement. These interpretations are only an overview, a way to reflect on your situation at work and start you thinking about it.

Score:	What Your Score May Mean:	Some suggestions based on your score:
75-100	This score typically means you have an excellent job and are working under near optimal conditions. You're paid well and have a productive, collegial relationships with your boss and your team.	Your score is solid. Congratulate yourself on a job well done. if you haven't already established an exercise regime and healthy sleep patterns, do it. It is critical to success and longevity. Nurture friendships with people other than just colleagues and as your career progresses, remain mindful of work/life balance, especially if you have, or want to have, a happy family.
50-75	Your workplace may not be ideal yet, but it's better than many alternatives. You can be legitimately grateful and proud of landing there. it is likely you can build a life and stay motivated enough to do well where you are. If you own a small business or are self-employed and funds for coaching aren't available reach out to <a href="http://sba.gov">sba.gov</a> - and get free guidance to grow your business.	I recommend you discuss your skills, current compensation, career plan, and market value with a headhunter, career counselor, or an independent expert in your field. This can help you "live in the paradox" of self-improvement, working to improve one's skills and income while remaining grateful for what we have achieved to date.
25-50	This score indicates a high probability that your current job is not a career or a calling; it is a way to pay the bills that is less than satisfying. It may be that the score is less than optimal due to some combination of low pay, long hours, and/or conflict with a superior.	Try to work more creatively or otherwise reduce the more stressful aspects of your job. Ask HR or colleagues for help. Being proactive, asking for help, seeking new skills relevant to your job, can increase self-confidence. A can-do mindset and a light heart help make quick progress toward more optimal work conditions. A mentor or coach can provide support that leads to higher productivity, which will improve your score.
Below 25	You are almost certainly experiencing a great deal of work-related stress. Perhaps it is low pay, lazy colleagues, the pains of physical labor, or working under the lash of an angry or unskilled boss. Whatever contributed to this score, don't worry. There are actions you can take to raise your score. Start by working through the booklet on workplace communication and roles.	Your physical and mental health need to be a priority. Take care of your body, pay attention to negative emotions such as anger, jealousy, apathy, or despair. Make note of times you're happy or joyful. Read the course section about learned optimism. Replace negative self-talk (your inner critic) with more positive thoughts. Do not lose hope. Your job is difficult, a lot of successful people once had tough jobs, struggled on low pay, endured terrible bosses. Find someone and tell them your story. It will help.

## Workplace Inventory Debrief

Okay, hopefully you survived the assessment and are still with me. We spend a third of our lives on the job. This means problems at work become problems at home. The higher our stress at work, the more dissatisfaction we feel on the job, the more likely we are to behave badly or be difficult on our loved ones at home. A job that pays poorly is particularly hard on families, because all too often cash-on-hand is the difference between a full refrigerator and an empty one.

Whether your score was high or low, take a few minutes to think about it. What numbered statements did you give the highest scores? Why? What numbered statement scored lowest? List three reasons for why you scored it that way.

Consider your score on each of the ten pairs of statements. What circumstances or dynamics influenced the score you gave each one of them. Speed-write a paragraph about each numbered statement as if you were explaining what happened at work to someone who doesn't know you. Tell them why you gave the scores you did.

If you want to take this exercise a bit further, list three small actions you could take for each numbered statement that might raise the score you gave it.

Remember to avoid regret, blame, or self-recrimination, and remain optimistic about the future and your work in it.

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