



**AM I
WORKING
TOO
MUCH?**

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**7 Questions to Ask When Work is
Taking Over Your Life**

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BEFORE WE BEGIN...

- Feel free to share this guide with anyone who may find it useful. It would make my day if this guide helped you and your family and friends live a more balanced life. I'd love to hear any feedback at my website getlifedone.com.
- All content is copyrighted. Please don't be a jerk and steal it or try to charge people for it. I worked hard on this. (But not too hard.)
- Ready? Let's begin. Are YOU working too much?

1

AM I TRYING TO SOLVE A WORK PROBLEM TO AVOID A REAL PROBLEM?

- An addiction to work is like any addiction – it's often used to avoid dealing with real problems. I found that when I was dealing with stress or disappointment, I pulled into my work instead of dealing with it.
- If you're avoiding a real problem, you will VOLUNTEER for and even INVENT work to avoid it.
- What's the real problem and how can you deal with it productively?

What's your answer? _____

2

AM I SEEKING THE APPROVAL OF OTHERS?

- From the time we are children, we learn that certain behaviors are rewarded and other behaviors are not. Approval feels good. Rejection feels awful.
- Seeking approval from others can be a powerful motivator to work hard. However, “others” don’t always have my best interest at heart. Some people will never approve because they are fundamentally unhappy.
- Is this something you actually *want* to do or is there a particular person or group you’re hoping to impress?

What’s your answer? _____

3

WHAT ARE MY TOP PRIORITIES? DOES THIS WORK ALIGN WITH THEM?

- As I (reluctantly) confronted my workaholism, a coach asked me what my top 3 priorities were and challenged me to step away from ALL responsibilities that did not align with them.
- This was VERY HARD. But, after I followed through, my quality of life improved dramatically.
- There is only so much we can do. What are your top priorities?

What's your answer? _____

4 AM I BEING A CONTROL FREAK?

- Self-control is good. Controlling costs is good. But, being a control freak with work means working ineffectively (working longer and harder than you need to).
- Let other people do THEIR jobs. Develop stronger leadership skills and build trust with others. Give honest feedback if someone needs to improve instead of “just doing it yourself.”
- It will take some patience, but will everything really fall apart unless YOU do a task personally?

What's your answer? _____

5 AM I DOING THE RIGHT WORK?

- Not all work is created equal. Some work is “entry level” work. Some requires more experience and expertise.
- Here’s a secret: people will let you do it ALL. If you add “expert” work on top of “entry level” work, no one will complain until you start missing work due to exhaustion.
- Take a step back: Is this work appropriate to your experience level? What work can you delegate? Don’t be selfish! Someone in your sphere of influence wants the opportunity to learn!

What’s your answer? _____

6

AM I BEING A GROWN-UP? OR BEHAVING LIKE A CHILD?

- Grown-ups take care of themselves. God does not reach down from Heaven and make sure we go to bed at night. Each of us is responsible for his/her health and well-being.
- Children disregard their own well-being for whatever is most interesting at the moment. When I choose over-working (or any other vice) instead of being responsible and taking care of myself, I am behaving like a child.
- Are you taking care of yourself or behaving like a child?

What's your answer? _____

7

HOW LONG HAVE I BEEN WORKING AT THIS?

- My productivity potential is the level of work output I am capable of achieving when I'm at my best. My productivity drops when I'm distracted, conflicted or over-working.
- I use a timer while working to stay focused. If I don't finish on time, I ask why I'm not meeting my productivity potential and take action (usually by taking a break).
- Become aware of your productivity potential. What do you need to do to achieve it?

What's your answer? _____
