



TAKING STOCK QUESTIONNAIRE

Purpose

This questionnaire is designed to help you to see where you are currently in four vital areas of life. When you have completed the questionnaire will be able to see if there are any areas that need working on. Then you can take action! You will find by working on this over time, and it may take several months, you will improve the quality of your life and work. Look at each statement and only tick it if it is true, *really* true all of the time.

YOUR ENVIRONMENT

Tick

1. My personal files and papers are neatly filed away _____
2. My car is in excellent condition _____
3. My home is clean, tidy and well-organised _____
4. My appliances, machinery and equipment work well _____
5. I live in a house/flat that I love _____
6. My work environment is productive, inspiring & clutter free _____
7. I am not tolerating anything about my home or work environment _____
8. Visitors/colleagues feel positive in my work environment _____
9. I have nothing around the house or in storage that I do not need _____
10. I am able to use all the technology around me well _____

Total _____

YOUR WELL- BEING

Tick

1. I walk or exercise 3 times per week _____
2. I have had an eye-test within the past 2 years _____
3. I am in good health _____
4. My weight is within my ideal range _____
5. I have no habits which are unacceptable to me _____
6. I have the right amount of sleep and wake positively _____
7. I consistently have weekends, evenings and holidays off _____
8. I have a rewarding life beyond my work _____
9. I have time for and enjoy a good social life _____
10. I drink plenty of water each day _____

Total _____

YOUR MONEY/RESOURCES

Tick

1. I pay my bills on time _____
2. I know how much I need to be financially independent _____
3. I am able to balance my income and expenditure _____
4. I have a financial plan for next year _____
5. I am up to date with any tax and other bills _____
6. I live well within my means _____
7. I have excellent personal insurances _____
8. My will is up-to-date _____
9. My assets (home, car etc) are well-insured _____
10. I have sufficient resources to support me _____

Total _____

MANAGEMENT & RELATIONSHIPS

Tick

1. The management of the organisation is effective _____
2. I consistently get things done well and on time _____
3. When parents/others contact us they get a positive impression _____
4. I get on well with my co-workers/clients/staff _____
5. We deliver to the expected standards of our authority _____
6. I successfully resolve any problems as they arise _____
7. We strive to constantly improve the services we provide _____
8. We have excellent information and communication systems _____
9. We have a clean, well-maintained professional environment _____
10. I get on well with my partner/family members _____

Total _____

This questionnaire is based on the Clean-Sweep questionnaire devised by and attributed to Thomas Leonard of Coach University

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