



PASS THE BATON LLC

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The difference between school and work is that at work you have to wait 50 weeks to get a vacation... M. Dolan

Whether you are a lawyer, a person holding three jobs to make ends meet, a parent managing your schedule as well as school and sports for your children, or a "Sandwich Generation" managing elder care, 24/7/365 describes your "working" life.

Are you taking care of yourself? Probably not. You deserve self-assessment on the same schedule as your pet's vaccination and your car's winterization. Early January or just after Tax Day are imprinted in your consciousness. Add self-assessment to the mix.

The exercise in this chart is a no-tech way to examine your life and your work. Print it and carry it around in your pocket or put it on your PDA. This is not a 10-minutes-and-done project. You need to think carefully about what you do, what you want to do, and what you must do to make it all work FOR YOU. File it and review it next year.

WHAT AM I DOING? A work/life analysis

While much of this focuses on "work," personalize this with your own life story.

A

IDEAL: In this column, describe the characteristics of your job and your life that are most important to you. **Consider:** the things you do that you like and would like to continue to do, and things that you know that you want in your next job or to add to your life. **Consider:** substance or paid or volunteer work, money, commute, type of clients/customers, working independently or working in a group, geographic location, adversarial posture, opportunities for your children, access to schools/childcare, for your spouse, culture and community for your outside interests, etc.

B

NEGOTIATING: In this column, consider your ideal conditions and set up negotiating positions. For example, your ideal commute is 20 minutes, but you would drive 60 minutes for the right job. Also include those things that you do that you wouldn't mind continuing to do.

C

DEALBREAKERS: In this column list the situations or characteristics of a job which would cause you to decline an opportunity. These are things that would cause you to leave on the first day if you found that you had forgotten to inquire during the interview process.

NOTES:

1. **Look at the entirety of your life.** You will feel silly and frustrated after changing jobs only to find out that it was your marriage that was making you crazy.
2. **Complete this exercise once a year.** It makes you think carefully about what works and what doesn't work for you. You may find, for example, that you adore the people you work with but hate the job, or vice versa. You may find that the job is terrific, but that you need to do it part time.
3. **Use Column C as an analytical tool and a checklist** for the interviewer's inevitable question, "And do you have any questions?" Finding out three days after taking a job that the thing you hated most about your previous job is a beloved and revered part of the new culture is an **Employment Nightmare From Hell.**