



Personal Tool

Time for a reset? A life audit can help you make positive changes

This tool was created by one of our senior clinical team members, Kate McPhee, Psychologist & Clinical Associate Coordinator at AccessEAP.

To all the humans who have felt like they are a crossroad in their work or personal life – take heed – you are not alone. Whether it is the pandemic throwing our careers into turmoil, a parent passing away, a beloved relationship ending, or a child becoming a (legal) adult – there is nothing quite as constant as change.

Brene Brown tells us that when we feel that lights go out in our lives, and we feel like we are in the middle of the bush without a torch, let your values guide the way. For many of us, it is about having the courage to be seen – and ask for the promotion, apply for the dream job, set up the date with the new partner. So, if you need to show up in your life, are looking at taking the next career step or are changing jobs – read on. If you need assistance with some or all of these, book yourself into an appointment with one of our clinicians – we are here to help.

Conduct a life audit of all areas of your life. What do you like about your work/family/community/intimate relationship? Rate your satisfaction out of 10 (being the most satisfied). This exercise in self-reflection helps you to look at where you are at and plans you would like to make in the future about these areas. It allows you to think about what you wanted to achieve pre-COVID-19 (or prior to that). To reflect, close a door in a quiet room, give yourself at least two hours, turn off the distractions and have a large pot of tea handy.

Get a clean piece of paper and write for four minutes straight about:

- *How are you doing?*
- *Where are you going*
- *What is important now?*



Then, stop, take a breath, and look over the themes and categorise the mess. A theme will always appear, and a small crack of clarity allows you to see what to do next. Use your values and current strengths to assist.

- **Values** - There is a heap of values quizzes on the internet – the best way is often with pen and paper by writing what is important to you. If you need assistance, book yourself into an EAP counsellor to further discuss what the values may mean.
- **Understand your strengths.** This one is my favourite – think of your 80th birthday party and all the people that you would want to be there. Imagine yourself walking around and listening to the conversations of others about the things that you have done. This starts to create a picture of what your strengths are and what activities may make you happy.



- **Write down at least 100 activities** that you can do with your time (and do not set any limits! Fly to the moon! Drive a formula one car in Florence!). See if they are in line with your values and your strengths.
- **Set some Specific, Measurable, Achievable, Realistic and Time-sensitive goals.** If it is about career and money – what is the first thing you are going to do today? Set up a meeting, put together a resume, follow up on the email that you sent last week etc.
- **Share with a trusted individual** to keep you accountable and moving in the right direction.
- **Set yourself a month in the year and do this annually** (or bi-annually if you are keen).



Mental health, like physical health, is more than good luck. It is working at the right pace, eating well, and exercising in a way that suits you. It is also understanding what your blueprint is and what keeps you growing and learning. Call us here at AccessEAP if this is something that you know you should do but have not been able to make a start or if you need assistance in what steps to take next. We are here to help. For a confidential conversation with one of our experienced clinical professionals, please contact **AccessEAP** on **1800 818 728**.

