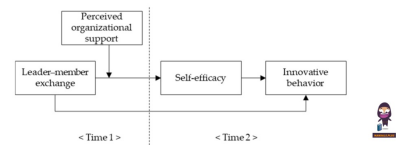


**Better STAFT Workplace Innovation Behavioral Guide Survey**



# Better STAFT Workplace Innovation Behavioral Guide Survey Instructions

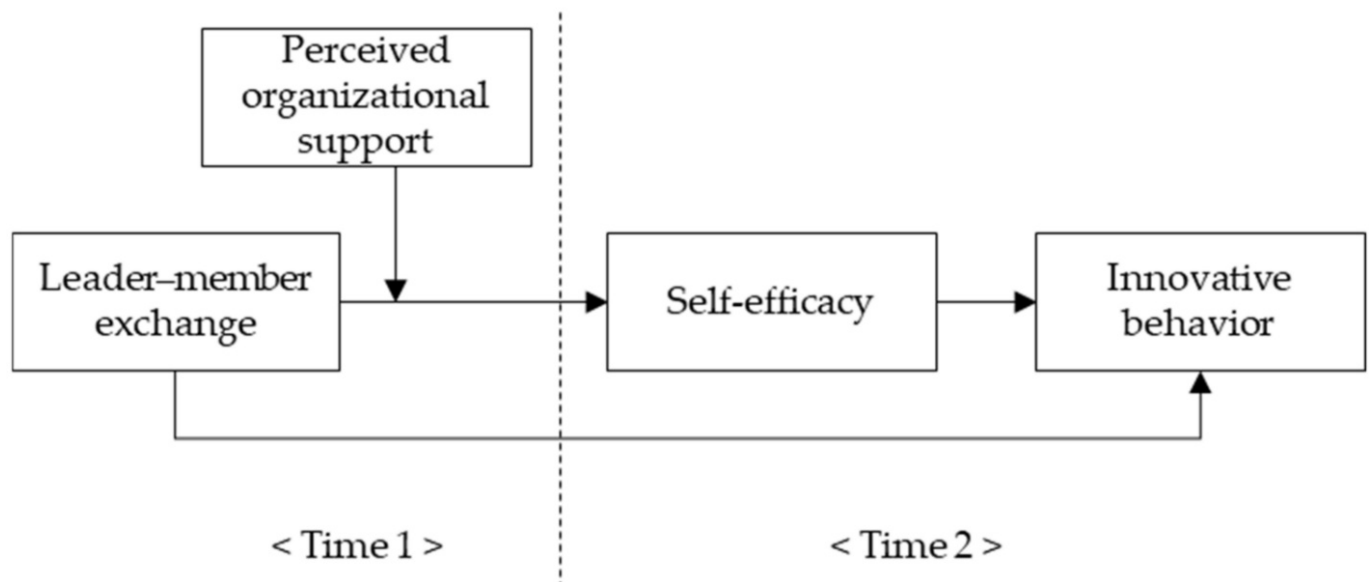
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*Better* **STAFT**

**Better STAFT Workplace Innovation Behavioral Guide Survey**



## Specifications

- **Product Name:** Work-Life Balance: A Behavioral Guide
- **Usage:** Evaluate behaviours signalling work-life balance in a team
- **Features:** Checklist for assessing work-life balance, signs of strong and weak balance, suggestions for improvement

## Product Usage Instructions

### Assessing Work-Life Balance:

Use the provided checklist to evaluate the behaviours displayed by your team members about work-life balance.

### Signs of Strong Work-Life Balance

- Consistently leaving work on time and disconnecting from work-related tasks outside of designated hours.
- Taking regular breaks throughout the workday to rest and recharge.
- Using allocated vacation days and paid time off for personal relaxation and rejuvenation.
- Maintaining healthy boundaries between work and personal life.
- Prioritizing self-care activities, such as exercise, meditation, or spending time with loved ones.
- Setting realistic goals and expectations for both work and personal life.
- Communicating openly with supervisors or colleagues about the need for flexibility.
- Demonstrating resilience and adaptability in managing work and personal commitments effectively.

### Signs of Weak Work-Life Balance

- Lack of clarity regarding goals and objectives, leading to confusion and inefficiency.
- Inconsistent or ineffective communication among team members, resulting in misunderstandings and delays.
- Poor time management leads to missed deadlines and rushed work.
- Over-reliance on manual processes or outdated technology hinders productivity.
- Insufficient delegation of tasks, causing workload imbalance and bottlenecks.
- Resistance to change or reluctance to adopt new methods or tools.

- Micromanagement or excessive supervision, stifling autonomy and creativity.
- Lack of accountability for individual and team performance, allowing mistakes to go unchecked.

Use the following checklist to evaluate the behaviours signalling work-life balance currently exhibited by your team

### **Signs of Strong Work-Life Balance**

- Consistently leaving work on time and disconnecting from work-related tasks outside of designated hours.
- Taking regular breaks throughout the workday to rest and recharge.
- Using allocated vacation days and paid time off for personal relaxation and rejuvenation.
- Maintaining healthy boundaries between work and personal life
- Prioritizing self-care activities, such as exercise, meditation, or spending time with loved ones
- Setting realistic goals and expectations for both work and personal life
- Communicating openly with supervisors or colleagues about the need for flexibility
- Demonstrating resilience and adaptability in managing work and personal commitments effectively without sacrificing either.

### **Signs of Weak Work-Life Balance**

- Lack of clarity regarding goals and objectives, leading to confusion and inefficiency.
- Inconsistent or ineffective communication among team members, resulting in misunderstandings and delays.
- Poor time management leads to missed deadlines and rushed work.
- Over-reliance on manual processes or outdated technology hinders productivity.
- Insufficient delegation of tasks, causing workload imbalance and bottlenecks.
- Resistance to change or reluctance to adopt new methods or tools.
- Micromanagement or excessive supervision, stifling autonomy and creativity.
- Lack of accountability for individual and team performance, allowing mistakes to go unchecked.

To learn more about role clarity within your team, check out our [Work-Life Balance Survey](#)

### **FAQ**

- **Q: How can I improve work-life balance in my team?**
  - A: Encourage open communication, promote self-care activities, set clear goals, delegate tasks effectively, and embrace change for better work-life balance.
- **Q: What if my team members resist changes towards better work-life balance?**
  - A: Address their concerns, provide support and resources for adapting to changes, and emphasize the benefits of achieving a healthy work-life balance.

### **Documents / Resources**



[Better STAFF Workplace Innovation Behavioral Guide Survey](#) [pdf] Instructions  
Workplace Innovation Behavioral Guide Survey, Innovation Behavioral Guide Survey,  
Behavioral Guide Survey, Guide Survey

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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