

**How to use this tool:** The self-assessment is designed to help you identify a few of the most common actions that can promote healthy occupational identity (OI) management and give you a quick look at your OI management habits. Review the statements and select the frequency that is most representative of your current habits (last 3-6 months). When you’ve completed, total the number of checks in each column. The higher rates of **Rarely** or **Sometimes**, the more susceptible you are to risks associated with limited OI management. The more checks in **Often** indicate less risk and stronger OI management. Review the discussion questions at the end and bring to your supervisor or trusted networks to choose new boundaries, habits, and supports for your long-term OI health. It may help to have a supervisor or trusted colleague fill this out for you to compare and get additional feedback.

When you are <u>not</u> at work, how often do you...	Rarely	Some- times	Often
Turn off all email access, applications, and notifications			
Request others not call or text with work related information unless it is an extreme circumstance or emergency			
Engage in social relationships with people outside of work or the field			
Spend your time thinking about things unrelated to work			
Center your conversations with others on topics unrelated to work			
Engage in many hobbies/interests that have no connection to work			
Spend the majority of your internet or screen-based time on things unrelated to work Ex. Reading articles, social media posting, watching films, etc.			
Evaluate your compensation and find that your earnings meet all financial needs			
Give enough time and attention to meet your wellness needs			
Identify and change unhealthy, work-stress related coping behaviors			
When you are <u>at</u> work, how often do you...	Rarely	Some- times	Often
Receive feedback about your work performance and know the feedback is not about your value, worth, or beliefs			
Work only the required number of hours; you do not come in early, stay late, or work on days off			
Perceive most changes in rules, policies, or norms as generally positive, welcomed, or necessary			
Disengage from <u>and</u> discourage conversations with coworkers comparing who has “done more” for clients or the agency Ex. Took more crisis calls, worked extra hours, skipped meals, etc.			

Feel as though your colleagues work as hard & care as much as you do			
Feel like you see mostly equal levels of commitment to the job, agency, or field compared to yourself			
Regard others who establish strong boundaries around work/identity in a positive light			
Regard all job functions and others' roles as equally important work in fulfilling the mission of the organization			
<b>When you take time off (sick, paid, or other), how often do you...</b>	<b>Rarely</b>	<b>Some-times</b>	<b>Often</b>
Cease doing any work tasks, including email, texting, or calling			
Engage in positive self-talk about time away from work and for rest			
Limit feelings of guilt, shame, or other negative feelings about not being at work			
Stay home from work when you are sick (if an option) and do not engage in work tasks			
Limit feelings of distress or discomfort that you are not working			
Feel ready and refreshed to return to work after time away			
Feel confident that you can take time off because others (clients, peers, agency) do not need you to take care of everything			
<b>Total number of checks in each column</b>			

What do you see as areas of strength in managing your occupational identity?
What do you see as areas of growth in managing your occupational identity?
What actions will you select to practice new OI managing habits and maintain existing ones?