



Please review your desired Flexible Work Option in the Toolkit information prior to completing this exercise.

Please note: this exercise is for your personal use and does not need to be shared with others.

Section 1: Desired Flexible Work Option

1) The flexible work option I am considering is _____.

Section 2: Assessing Personal Needs

2) What are my work-life balance goals, needs and/or priorities?

3) What are the things that are currently getting in the way of me achieving these goals?

4) Which of these things (in #3) are within my control to do something about?

Section 3: Matching Personal Needs with Flexible Work Options

5) How would the flexible work option outlined in #1 help me to achieve the goals outlined in #2?



6) What potential impacts may result for me personally in pursuing this flexible work option (e.g. financial implications, reduced interaction with colleagues, etc.)?

7) What other things (other than this flexible work option) could I do to achieve my work-life goals?

8) Is this flexible work option the best way for me to achieve these goals? If so, why?

Section 4: Business and Operational Needs

9) What are the primary functions of my role? How can I effectively deliver with respect to these functions if working my desired flexible work option?

10) For this flexible work option, what will be the potential impacts and considerations for:

a) My work:



b) The work of my business unit:

11) How is the work I do measured? Will these measures change or continue to be applicable on my desired flexible work option?

Section 5: Employees' Needs and Considerations

12) What are the potential benefits and impacts of this flexible work option for the following groups:

Group	Benefits	Impact	Suggestions for Dealing with Impacts
Customers / Clients			
Colleagues / Peers			
Manager / Supervisor			
Employees You Supervise			



Section 6: Organizational Culture

13) Are there any assumptions about flexible work options in my work unit/organization?

14) What challenges might be presented to me in discussing this idea with my manager? How might I address these challenges?

Summary and Next Steps

Based on my responses to this self-assessment exercise, does it make sense for me to discuss my desired flexible work option with my manager?

If yes, book a meeting with your manager to have an initial conversation on the feasibility of pursuing this option.