

## PRE-SESSION BASELINE

# The Workday *Wellbeing* Audit

Ten statements, about three minutes. Your answers are anonymous and reported only in aggregate, never as individual results. This is the baseline your team's program is measured against.

## How this *works*

No right answers. No prep.

**1****Answer honestly**

Rate each statement as it actually is, not as you would like it to be. No one reviews individual forms.

**2****Hand it back or submit**

Return this form to your HR organizer before the session begins, or use the online version if one was shared with you.

**3****See the movement**

Scores are combined into one team baseline. At the next checkpoint, you will see how the numbers move.

Date \_\_\_\_\_ Team or department (optional) \_\_\_\_\_

Leave blank to stay fully anonymous.

## Ten *statements*

Circle one number per row.

Rate each statement, 1 to 5:

**1**

Rarely true

**2**

Sometimes true

**3**

True about half the time

**4**

Often true

**5**

Almost always true

- |           |                                                                                |          |          |          |          |          |
|-----------|--------------------------------------------------------------------------------|----------|----------|----------|----------|----------|
| <b>1</b>  | I can recover between back-to-back meetings, not just at the end of the day.   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>2</b>  | I can set work down mentally when I step away from it, even for a few minutes. | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>3</b>  | My energy holds steady through the afternoon on most days.                     | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>4</b>  | I finish most workdays without tension stored in my neck, shoulders, or back.  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>5</b>  | I can take a real break during the workday without guilt.                      | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>6</b>  | I sleep well enough to start most workdays feeling rested.                     | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>7</b>  | I can end my workday at a reasonable point and let it stay ended.              | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>8</b>  | When pressure spikes at work, I can pause before I react.                      | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>9</b>  | I feel equipped with practical tools to steady myself in a hard week.          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>10</b> | I am comfortable asking for support at work when I need it.                    | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

**Your total**

Add the ten numbers you circled. Page 2 shows how to read your score, and what happens with your answers.

\_\_\_\_\_ / 50

## Reading *the results*

A total between 10 and 50. Every band is a starting point.

**40 to 50**

**Steady and resourced**

Good rhythms are in place. The program's job here is protection: keeping those rhythms intact through the busiest quarters of the year.

**30 to 39**

**Holding, with effort**

Most days work, but recovery is thin. Small, repeatable tools between meetings tend to move this band the most.

**20 to 29**

**Running on reserve**

Energy is going out faster than it is coming back. The early sessions focus on real breaks, fast resets, and a clearer end to the day.

**10 to 19**

**Ready for a reset**

The workday is currently asking more than the week gives back. The program starts simple, with short practices that fit inside any calendar.

## How the program *answers* each cluster

The ten statements map to the four R's of The Workday Reset Method™: RESET, RESTORE, RESOURCE, RENEW. Wherever a cluster runs low, there is a part of the 12-session curriculum built for exactly that.

### Reset

QUESTIONS 1 AND 2

**Recovery between meetings, and the ability to set work down.** Sessions like The Workday Reset and Breathwork for Focus & Energy teach a 90-second settle anyone can run at a desk.

### Restore

QUESTIONS 3 TO 5

**Afternoon energy, physical tension, and real breaks.** Chair Yoga + Desk Reset and Mindfulness Between Meetings put movement and pause back inside the workday.

### Resource

QUESTIONS 6 AND 7

**Sleep and a clear end to the day.** Sessions like Burnout Prevention & Energy Management and Healthy Habits for Busy Professionals build the boundaries and shutdown habits that protect rest.

### Renew

QUESTIONS 8 TO 10

**Composure under pressure, practical tools, and asking for support.** The resilience sessions teach the pause-before-reaction practice and grounding for hard conversations.

## What happens with *your answers*

The audit exists to measure the program, not the people in it. Four commitments hold every time it runs.

### Anonymous by design

No names are collected, and no one reviews an individual form. The optional team field exists only to group results.

### Aggregate only

Scores are combined into one team-level baseline. That combined number is the only thing anyone reports.

### Never performance data

This is a self-reflection tool, not a clinical screen, and it is never used to evaluate any individual.

### Repeated, so movement is visible

On the Year-Round program the audit runs again at a mid-year checkpoint and post-program. Three data points, formatted into a report HR can share with leadership.

*Honest answers make a useful baseline. Thank you for the **three minutes**.*

Questions about the program?  
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