

## Private Practice Task Balancing

Many people find that they cannot do one thing all day every day. A sustainable career often involves balancing various types of activities. It's easy for that balance to fall away over time. Plus, as your career progresses, your preferences may change.

Consequently, it's a good idea to review your task balance once a year and decide how you might like it to change. Use this form to help. For each task, estimate the following:

*Time Currently:* The percentage of your time, or the number of hours, that you spend on that task.

*Satisfaction 0-10:* How satisfying you find this type of work.

*Revenue/hr:* The approximate amount of money you receive per hour for this work (include preparation time).

*Future Ideal:* Based on the above, the amount of your time you would like to spend on this activity in the coming year. Be realistic: emphasize activities that might actually be available to you.

Task	Time Currently	Satisfaction 0-100	Revenue Per Hour	Future Ideal
Individual psychotherapy (break down by population, if desired)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Assessment-only (break down by population, if desired)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>Task</b>	<b>Time Currently</b>	<b>Satisfaction 0-100</b>	<b>Revenue Per Hour</b>	<b>Future Ideal</b>
Group therapy (break down by population, if desired)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
College/University teaching	_____	_____	_____	_____
Night school / public education	_____	_____	_____	_____
College/University teaching	_____	_____	_____	_____
Consultation: Practicum students	_____	_____	_____	_____
Consultation: Candidates for professional registration	_____	_____	_____	_____
Consultation: Fellow professionals	_____	_____	_____	_____
Consultation: Practicum students	_____	_____	_____	_____
Consultation: Organizational	_____	_____	_____	_____
Consultation: Governmental	_____	_____	_____	_____
Committees/Boards (break down by type, if desired)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Task	Time Currently	Satisfaction 0-100	Revenue Per Hour	Future Ideal
Workshops (break down by type, if desired)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Writing: Academic	_____	_____	_____	_____
Writing: Nonacademic but for the profession	_____	_____	_____	_____
Writing: For the public	_____	_____	_____	_____
Writing: Nonrelated (fiction, memoir)	_____	_____	_____	_____
Other professional activities (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____