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Workaholism Clinical Practice Workbook

A clinically branded, function-preserving edition retaining the original exercises, psychoeducation, checklists, logs, planning tools, and response space.

DSM-5-TR · ICD-11 CLINICAL ALIGNMENT

1 · Workaholism Self-Assessment

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How to use this workbook

- Use this workbook selectively and collaboratively; it is educational and does not replace individualized assessment, diagnosis, treatment, medical care, or crisis services.
- Skip, pause, or modify any activity that increases distress, danger, shame, or loss of functioning. Adapt language for culture, disability, neurodivergence, health, resources, and lived context.
- Ratings in this workbook are reflection tools unless a named, validated measure and interpretation are explicitly provided.

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Workaholism Self-Assessment

The following are common signs you might be struggling with workaholism. Rate each statement on a scale from 1-5 (1 being “strongly disagree” and 5 being “strongly agree”):

Statement	Rate (1-5)
1. “I often think about work, even when I'm not at the office.”	1-2-3-4-5
2. “I feel stressed when I'm not working or don't have something work-related to do.”	1-2-3-4-5
3. “I work more than 40 hours a week, even when it's not required.”	1-2-3-4-5
4. “I feel guilty or anxious when I take time off from work.”	1-2-3-4-5
5. “I prioritize work over personal relationships and social activities.”	1-2-3-4-5
6. “I often neglect my personal needs (e.g., sleep, meals) due to work commitments.”	1-2-3-4-5
7. “I check work emails and messages outside of regular working hours.”	1-2-3-4-5
8. “I often work through breaks and lunches to get more done.”	1-2-3-4-5
9. “I feel a sense of self-worth and identity strongly tied to my job and achievements at work.”	1-2-3-4-5
10. “I often feel emotionally exhausted or burned out due to my work habits.”	1-2-3-4-5

Score: ____/50

The score reflects the severity and impact of your workaholism.

Identifying Workaholic Behaviors

1. Identify and list specific behaviors that you believe are indicative of workaholism. (e.g., checking emails late at night, taking on too many projects, skipping meals to work)

2. For each behavior listed, note how frequently it occurs and how long it typically lasts.

3. Describe the impact of each behavior on your personal life, health, and relationships.

4. Why do you think you engage in these workaholic behaviors? (e.g., fear of failure, desire for approval, financial concerns)

5. How do you justify these behaviors to yourself and others?

6. Do you want to change these behaviors? If so, what motivates you to change?

7. What would a healthier work-life balance look like for you?

8. Identify specific goals to reduce workaholic behaviors. (e.g., setting a cutoff time for work-related activities, scheduling regular breaks, prioritizing personal time)

9. Who can support you in achieving these goals? (e.g., family, friends, colleagues, therapist)

10. How will you track your progress? (e.g., daily journal, weekly check-ins with a support person, using a habit tracker app)

Workaholism Triggers

1. List common situations or factors that trigger your workaholic behaviors. The following are some examples. Check off the ones that apply or add more to the list:

- ☐ Tight deadlines
- ☐ High-pressure projects
- ☐ Fear of job loss
- ☐ Perfectionism
- ☐ Desire for recognition
- ☐ Lack of delegation
- ☐ High expectations from supervisors
- ☐ Competitive work environment
- ☐ Personal financial pressure
- ☐ Inability to say no
- ☐ Work-related anxiety
- ☐ Constant availability via email/phone
- ☐ Lack of clear work-life boundaries
- ☐ Limited social support
- ☐ Desire to prove oneself
- ☐ Poor time management
- ☐ Work culture valuing long hours
- ☐ Personal identification with job role
- ☐ Lack of hobbies or interests outside work
- ☐ Difficulty with task prioritization
- ☐ _____
- ☐ _____
- ☐ _____

2. For each identified trigger, list specific strategies you can use to manage and reduce its impact.

Example: Set specific times to check emails and turn off notifications outside these times.

Life Satisfaction Inventory

1. Rate your current level of satisfaction in each of the following areas of your life on a scale from 1 to 10, where 1 means "Very Dissatisfied" and 10 means "Very Satisfied."

Work: _____/10

Family: _____/10

Health: _____/10

Personal Growth: _____/10

Social Life: _____/10

Financial Situation: _____/10

Leisure Activities: _____/10

2. Describe why you rated each area the way you did and how it impacts your overall well-being.

3. List the areas with the lowest satisfaction ratings that you want to focus on improving.

4. For each identified area, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal to improve your satisfaction.

5. List specific steps you will take to achieve each SMART goal.

Healthy Workplace Checklist

Rate each statement on a scale from 1 to 5, where 1 means "Strongly Disagree" and 5 means "Strongly Agree."

- I have a dedicated workspace that is comfortable and ergonomic.____/5
- I take regular breaks throughout the workday.____/5
- I have access to healthy food and beverage options at work.____/5
- I feel supported by my colleagues and supervisors.____/5
- I have clear boundaries between work and personal time.____/5
- I engage in physical activity during the workday.____/5
- I manage my workload effectively and prioritize tasks.____/5
- I practice stress-relief techniques regularly.____/5
- I receive recognition and feedback for my work.____/5
- I have opportunities for professional growth and development.____/5

2. List the areas with the lowest ratings that you want to focus on improving.

3. For each identified area, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal to improve your workplace health.

4. List specific steps you will take to achieve each SMART goal.

Values and Priorities

List your top five core values. These are the principles that are most important to you and guide your actions and decisions.

Example: Family, Health, Integrity, Personal Growth, Work-Life Balance

2. Describe why each value is important to you and how it impacts your life.

Example: Family provides support, love, and a sense of belonging.

3. List your current top five priorities. These are the areas where you currently spend most of your time and energy.

Example: Work

4. Compare your current priorities with your core values. Describe any discrepancies and how they affect your well-being.

Example: Work is important for financial stability, but it often takes time away from family and personal health.

5. For each core value, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal to better align your priorities with your values.

Example: Spend at least one hour of quality time with family every evening for the next three months.

6. List specific steps you will take to achieve each SMART goal.

Example:

- *Step 1: Schedule family time on your calendar every evening.*

- *Step 2: Plan activities that promote interaction, such as board games or family dinners.*
- *Step 3: Communicate this commitment to your family and stick to it.*

Cognitive Distortions in Workaholism

Cognitive distortions are biased ways of thinking that often reinforce negative emotions and behaviors. Here are some common cognitive distortions related to workaholism:

All-or-Nothing Thinking: Viewing situations in black-and-white terms, without recognizing the middle ground.

Example: "If I don't complete this project perfectly, I'm a failure."

Overgeneralization: Making broad interpretations from a single or few events.

Example: "I missed a deadline once, so I'm always behind at work."

Mental Filter: Focusing exclusively on negative details while ignoring positive aspects.

Example: "I made a small mistake in my presentation; the entire presentation was a disaster."

Disqualifying the Positive: Rejecting positive experiences by insisting they don't count.

Example: "Sure, my boss praised my work, but anyone could have done it."

Jumping to Conclusions: Making negative interpretations without concrete evidence.

Example: "My colleague didn't reply to my email immediately; they must think I'm incompetent."

Catastrophizing: Expecting the worst-case scenario to happen.

Example: "If I take a day off, everything will fall apart at work."

Emotional Reasoning: Assuming that negative emotions reflect the truth.

Example: "I feel overwhelmed, so I must be failing at my job."

Should Statements: Using "should" and "must" statements that set unrealistic expectations.

Example: "I should always be available for work, no matter what."

Labeling: Assigning negative labels to yourself or others.

Example: "I'm a workaholic, and I can't change."

Personalization: Blaming yourself for events outside your control.

Example: "The team project failed because I didn't work hard enough."

1. Think about recent work situations where you felt stressed, anxious, or overwhelmed. Describe these situations briefly.

2. For each situation, identify any cognitive distortions that may have influenced your thinking. Use the list of common distortions above to help you.

3. For each identified distortion, list evidence that supports it and evidence that contradicts it.

Example:

- *Situation: I missed a deadline and thought, "I'm always behind at work."*
- *Distortion: Overgeneralization*
- *Evidence For: I missed two deadlines this month.*
- *Evidence Against: I met all my deadlines last month and received positive feedback.*

4. Develop alternative, more balanced thoughts to replace the cognitive distortions.

Example:

- *Distortion: "I'm always behind at work."*
- *Alternative Thought: "I missed a couple of deadlines recently, but I generally manage my time well and meet my goals."*

5. How do these cognitive distortions impact your work behavior and stress levels?

Example: "Overgeneralizing makes me feel like a failure, which increases my stress and leads me to overwork."

6. How do these distortions affect your emotions and overall well-being?

Example: "Catastrophizing makes me anxious about taking breaks, which affects my health and happiness."

7. Set aside time each day to reflect on your thoughts and identify any cognitive distortions.

Example: "At the end of each workday, I'll spend 10 minutes reviewing my thoughts and challenging any distortions."

8. Create positive affirmations to counteract common cognitive distortions.

Example: "I am capable and competent. One mistake does not define my abilities."

9. Ask trusted colleagues or mentors for feedback to gain a more balanced perspective.

Example: "I'll ask my manager for regular feedback to help me see my strengths and areas for improvement more clearly."

Relaxation Techniques Guide

1. List your top three work-related stressors:

2. The following are some relaxation techniques to practice:

Deep Breathing

- Find a quiet place where you can sit or lie down comfortably.
- Close your eyes and take a deep breath in through your nose, counting to four.
- Hold your breath for a count of four.
- Exhale slowly through your mouth, counting to six.
- Repeat this process for five to ten minutes.

Example: Practice deep breathing for five minutes before starting your workday.

Progressive Muscle Relaxation (PMR)

- Sit or lie down in a comfortable position.
- Starting with your toes, tense the muscles in your feet for five seconds.
- Relax the muscles and focus on the release of tension.
- Move up to your calves, thighs, abdomen, chest, arms, and finally your head, tensing each muscle group for five seconds and then relaxing.
- Spend about 20 minutes on the entire process.

Example: Practice PMR before going to bed to unwind and prepare for sleep.

Visualization

- Sit or lie down in a comfortable position.
- Close your eyes and imagine a peaceful place, such as a beach, forest, or mountain.
- Engage all your senses in the visualization – hear the sounds, feel the textures, and smell the scents.
- Spend five to ten minutes immersing yourself in this calming scene.

Example: Use visualization when you feel overwhelmed by work tasks.

Art Therapy

- Gather drawing or painting supplies.
- Sit in a comfortable space and allow yourself to draw or paint freely.
- Focus on the process rather than the end result.
- Spend 20 to 30 minutes creating art.

Example: Use art therapy to express your emotions and relieve stress.

Journaling

- Find a quiet place and grab a journal and pen.
- Write down your thoughts, feelings, and experiences without worrying about grammar or structure.
- Spend 15 to 20 minutes journaling.

Example: Use journaling to process your emotions and clear your mind before bed.

Walking in Nature

- Find a nearby park or natural area.
- Take a leisurely walk, paying attention to the sights, sounds, and smells around you.
- Breathe deeply and enjoy the natural surroundings for 20 to 30 minutes.

Example: Use walking in nature to refresh your mind during a lunch break.

Pet Therapy

- Spend time with a pet, such as a dog or cat.
- Engage in activities like petting, playing, or simply sitting with your pet.
- Focus on the companionship and comfort your pet provides for 10 to 15 minutes.

Example: Use pet therapy to alleviate stress and improve your mood.

Reading

- Choose a book or article that interests you.
- Find a quiet, comfortable place to sit or lie down.
- Read for 20 to 30 minutes, allowing yourself to become absorbed in the content.

Example: Use reading to escape from work stress and relax before sleep.

Stretching

- Find a comfortable space to perform gentle stretches.
- Focus on stretching each muscle group slowly and carefully.

- Hold each stretch for 15 to 30 seconds, breathing deeply.
- Spend 10 to 15 minutes stretching.

Example: Use stretching to relieve muscle tension during a long workday.

Warm Bath

- Fill your bathtub with warm water.
- Add calming bath salts or essential oils.
- Soak in the bath for 20 to 30 minutes, focusing on relaxing your muscles.

Example: Use a warm bath to unwind and de-stress after a hectic day.

Listening to a Podcast

- Choose a calming or interesting podcast.
- Sit or lie down in a comfortable position.
- Close your eyes and listen to the podcast for 20 to 30 minutes.

Example: Use listening to a podcast to distract your mind from work stress.

3. Which techniques worked best for you?

4. What can you improve or change in you relaxation routine?

Boundary Setting

1. List areas where you currently struggle to maintain boundaries between work and personal life.

Example: Answering work emails outside of office hours.

2. Describe how the lack of boundaries in these areas affects your mental health, relationships, and overall well-being.

Example: Increased stress and difficulty relaxing during personal time.

3. For each identified area, set a clear and specific boundary to help manage workaholism.

Example: Do not check or respond to work emails after 6 PM.

4. List specific steps you will take to enforce each boundary.

Example

- *Step 1: Set an auto-response on your email indicating your availability hours.*
- *Step 2: Turn off email notifications after 6 PM.*
- *Step 3: Inform colleagues and clients of your new email response times.*

5. List the people you need to inform about your new boundaries and how you will communicate with them.

Example: Colleagues and Clients: Send an email explaining your new boundaries and response times.

6. Reflect on your adherence to boundaries at the end of each day.

Did I maintain my boundaries today?

What challenges did I face in maintaining my boundaries?

How can I address these challenges?

7. Assess your overall success and make necessary adjustments.

Which boundaries were most effective this week?

Which boundaries need more work?

What changes can I make to strengthen these boundaries?

Saying No Practice

1. Consider the consequences of not saying no. Write down how overcommitting affects your work and personal life.

Example: "Not saying no leads to burnout, decreased productivity, and strained relationships."

2. List common scenarios where you find it difficult to say no at work.

Example: Agreeing to take on additional projects when your workload is already full.

3. Describe how these situations affect your mental health, productivity, and overall well-being.

Example: Increased stress and inability to complete existing tasks efficiently.

4. For each identified scenario, write down a polite but firm response for saying no.

Example: "Thank you for thinking of me for this project. Unfortunately, I am currently at capacity with my existing workload and won't be able to take on additional tasks at this time."

5. List specific steps you will take to practice and reinforce your ability to say no.

Example: Review and prioritize your tasks at the beginning of each week to identify your workload capacity.

6. Reflect on your emotional response when you say no. How does it feel, and how do you cope with any discomfort?

7. Consider how saying no affects your relationships with colleagues and supervisors. How can you maintain positive relationships while setting boundaries?

Family and Friends Time Planner

1. List how often you currently spend time with family and friends and the types of activities you engage in.

Example: Dinner with family once a week.

2. Describe the quality of these interactions and their impact on your relationships and well-being.

Example: Dinner is usually rushed and interrupted by work calls, leading to a feeling of disconnect.

3. For each identified activity, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal.

Example: Have a technology-free family dinner every Wednesday for at least one hour.

4. List specific steps you will take to ensure you achieve your family and friends time goals.

Example:

- *Step 1: Schedule family dinner on the calendar and communicate it to all family members.*
- *Step 2: Turn off phones and other devices during dinner.*
- *Step 3: Plan conversation topics or activities to engage everyone.*

Support Network Inventory

1. List the people in your life who currently provide support, along with the type of support they offer.

Example: Sarah (Friend) - Emotional support, social activities

2. Describe the quality of the support you receive and how often you interact with these individuals.

Example: High-quality emotional support, meet once a week for coffee.

3. List areas where you feel you need more support.

Example: Stress management and mental health support

4. List individuals or resources that could provide additional support in the identified areas.

5. List specific steps you will take to engage with new support members and strengthen existing connections.

Self-Care Plan

1. List areas of your life where you feel the need for self-care the most.

Example: Physical health

2. Describe how neglecting these areas affects your overall well-being.

Example: Feeling fatigued and lacking energy throughout the day.

3. For each identified area, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal.

Example: Exercise for at least 30 minutes, five days a week, for the next three months.

4. List specific steps you will take to achieve each self-care goal.

Example:

- *Step 1: Choose a variety of exercises (e.g., jogging, yoga, strength training).*
- *Step 2: Set a specific time each day for exercise (e.g., 7 AM).*
- *Step 3: Track your progress in a fitness journal or app.*

Daily Self-Care Schedule:

Day/ Time	Self-Care Activity	Duration	Notes

Hobbies and Interests Inventory

1. Identify the hobbies and interests you currently engage in, even if infrequently.

2. Describe how often you engage in these activities and their impact on your well-being.

3. List new hobbies or interests you would like to explore. The following are some suggestions. Check off the ones that may be helpful or add more to the list:

- | | |
|---|--|
| ☐ Gardening | ☐ Fishing |
| ☐ Cooking | ☐ Cycling |
| ☐ Reading | ☐ Rock Climbing |
| ☐ Hiking | ☐ Sewing |
| ☐ Photography | ☐ Pottery |
| ☐ Painting | ☐ Martial Arts |
| ☐ Drawing | ☐ Playing Board Games |
| ☐ Playing a Musical Instrument | ☐ Woodworking |
| ☐ Writing | ☐ Surfing |
| ☐ Knitting | ☐ Jogging |
| ☐ Crocheting | ☐ Camping |
| ☐ Dancing | ☐ DIY Projects |

- | | |
|--|---|
| ☐ Watching Movies | ☐ Weightlifting |
| ☐ Model Building | ☐ Nature Walks |
| ☐ Candle Making | ☐ Watching Sports |
| ☐ Soap Making | ☐ Playing Sports |
| ☐ Jewelry Making | ☐ Flower Arranging |
| ☐ Blogging | ☐ Making Pastries |
| ☐ Podcasting | ☐ Stand-Up Comedy |
| ☐ Vlogging | |

4. For each hobby or interest, set a Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goal.

Example: Read one novel every month for the next six months.

5. List specific steps you will take to integrate each hobby or interest into your routine.

Example:

- *Step 1: Choose a novel to read each month.*
- *Step 2: Set aside 30 minutes before bed to read each night.*
- *Step 3: Join a book club for motivation and discussion.*

2026 Clinical Alignment

DSM-5-TR (including Sept. 2025 update) · ICD-11 CDDR / 2026 MMS

Classification status

- DSM-5-TR: No diagnosis under this title · not a DSM-5-TR diagnosis
- ICD-11 CDDR: · not an ICD-11 mental disorder diagnosis
- This workbook is non-diagnostic. A title, checklist, or completed activity never establishes a diagnosis.

Pages requiring the updated interpretation

- The audit identified source pages 1, 2, 3, 4, 5, 9, 11, 21, 22, 23, 24, 25, 28, 32, 34, 36. The statements below supersede incompatible diagnostic, scoring, safety, or resource wording on those pages.

Diagnostic and differential limits

- Assess functional impairment and distinguish occupational demands, anxiety, perfectionism, OCD/OCPTD traits, ADHD compensation, hypomania/mania, substance use, financial pressure, and culturally reinforced overwork.

Document-specific corrections

- State that workaholism is not a DSM-5-TR or ICD-11 diagnosis and that ICD-11 burnout is an occupational phenomenon, not a medical condition.
- Do not score the self-assessment as diagnostic; establish source, validation, cutoffs, and reproduction rights or label it informal.
- Differentiate overwork from employer demands, financial precarity, caregiving, anxiety, perfectionism, OCD/OCPTD traits, ADHD compensation, hypomania/mania, and substance use.
- Ensure ·saying no· and boundary plans consider retaliation, job classification, disability, immigration, and economic constraints.

Measures, scoring, and permissions

- Pages [1, 3, 4, 5, 9, 11, 32, 36]: identify each measure and rights holder; verify intended population, reliability/validity, scoring and cutoffs, reproduction permission, and current license. If these are author-created items, label them informal, remove diagnostic cutoffs, and do not claim validation.

Intervention scope and contraindications

- Pages [2]: require topic-qualified clinical review for consent, readiness, contraindications, escalation thresholds, and whether clinician-guided use is necessary.

Crisis and current resources

- WHO clarification of burnout status; workplace EAP, union, occupational health, or legal/accommodation resources as applicable.

Authoritative references

- <https://www.psychiatry.org/psychiatrists/practice/dsm>
- <https://www.who.int/publications/i/item/9789240077263>
- <https://www.who.int/news/item/28-05-2019-burn-out-an-occupational-phenomenon-international-classification-of-diseases>
- <https://www.psychiatry.org/psychiatrists/practice/dsm/updates-to-dsm/updates-to-dsm-5-tr-criteria-text>
- <https://icd.who.int/browse/2026-01/mms/en>
- <https://988lifeline.org/>