

## Self-Care Assessment Worksheet

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the full assessment, choose one item from each area that you will actively work to improve and add it to your Self-Care Plan.

**Use the scale below to rate the following in terms of frequency:**

5 = Frequently

4 = Occasionally

3 = Rarely

2 = Never

1 = It never occurred to me

### Physical Self-Care

- Eat regularly and healthy foods
- Identify and take part in fun physical activities
- Get regular medical care for prevention and illnesses
- Take time off when needed
- Get massages
- Get enough sleep
- Take time to care for your appearance
- Take vacations
- Stop (don't start) smoking
- Make time away from telephones and social media
- Other:

### Psychological/Emotional Self-Care

- Make time for self-reflection
- Give yourself affirmations, praise yourself
- Love yourself
- Be who you are in all situations
- Value diversity and treat others with respect
- Have your own therapist
- Write in a journal
- Read literature that is unrelated to work
- Decrease stress in your life
- Say "no" to extra responsibilities sometimes
- Allow yourself to cry
- Find things that make you laugh
- Identify comforting activities, objects, people, relationships, places and seek them out
- Other:

### **Moral/Spiritual Self-Care**

- Make time for reflection
- Spend time with nature
- Find a spiritual connection or community
- Identify what is meaningful to you and notice its place in your life
- Support causes that you believe in their mission
- Read inspirational literature
- Meditate
- Pray
- Sing
- Other:

### **Workplace or Professional Self-Care**

- Take a break during the workday (e.g. lunch)
- Make quiet time to complete tasks
- Identify projects or tasks that are exciting and rewarding
- Set limits with others
- Balance your day
- Arrange your work space so it is comfortable and comforting
- Other:

### **Social Self-Care/Life Balance**

- Do something at which you are not expert or in charge
- Stay in touch with the important people in your life
- Ask for help from family & friends
- Create a supportive network of family and friends
- Establish relationship boundaries that encourage communication, trust & conflict management
- Plan fun activities with family/parents/spouse/friends
- Other:

### **Financial Self-Care**

- Make a budget
- Pay bills on time
- Pay off debt
- Have an emergency fund
- Save for retirement
- Insure appropriately
- Other:

**Who will your accountability person be?**

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My Personal Self-Care Plan \_\_\_\_\_

Established \_\_\_\_\_

To maintain physical health, I will: (yoga, run/exercise, sports, proper diet & sleep, etc.)

To maintain psychological/Emotional health I will:(therapy, balance, journal, fun activities, id triggers)

The moral/Spiritual health components of my plan include: (id your sense of meaning and purpose, adopt a religious or philosophical outlook, develop spiritual side as a grounding tool, connect with sociopolitical and/or activism)

To maintain a healthy balance professionally, I will: (learn about trauma, vicarious trauma, and its effects; participate in supervision, study, or book groups; have hope; take breaks during work day)

Professional/Organizational components of my self-care plan will include: (work in teams; create culture to counteract effects of trauma; establish a physical environment that is calm, soothing, safe; have clarity about roles, responsibilities, & expectations; obtain supervisory/management support; be solution-focused; identify and recognize your stressors; etc.)

My resources and supports to maintain social health: (emotional support from family/colleagues, social activities, kids, pets, etc.)

The social/political components of my self-care plan: (have a mission/purpose- become politically & socially engaged; participate/build coalitions; legislative reform; social/political action; transform trauma through arts/music, etc.)

The financial components of my self-care plan include: (spend less than I earn; pay bills on time, have an emergency fund, pay off debt, etc.)

My accountability person is \_\_\_\_\_

Self-Care Areas	Current Practice(s)	Practice(s) to try
<p><b>Physical</b>  Eat regular healthy meals.  Create good sleep habits. Plan regular exercise. Schedule regular medical checkups.</p>		
<p><b>Psychological/Emotional/Intellectual</b>  Engage in positive activities. Acknowledge accomplishments. Create and use a safety plan to identify triggers and manage emotions. Seek professional help.</p>		
<p><b>Spiritual/Political</b>  Identify what is meaningful to you. Spend time in nature. Meditate Read inspirational literature. Pray. Sing. Make time for reflection. Support causes you believe in.</p>		
<p><b>Professional</b>  Find meaningful work. Maintain work/life balance. Create positive co-worker relationships. Create and use a safety plan to express emotions in a health way. Improve time management skills.</p>		
<p><b>Social</b>  Make time for family &amp; friends. Schedule dates/dinners/movies and positive fun activities with family/partner/spouse/friends. Ask for help from family &amp; friends.</p>		
<p><b>Financial</b>  Understand how finances impact life quality. Seek help to create a budget and financial plan. Pay off debt. Establish emergency fund.</p>		

# Take simple steps towards wellbeing

Think about the way you interact with family, friends, colleagues and make efforts to increase the amount of positivity in those relationships.



Establish staff interest groups, eg. book groups, walking groups, music groups; organise regular potluck lunches, afternoon teas or after work drinks.

Exercise makes you feel good and increases energy and vitality. Exercise releases endorphins which lift your mood and can increase resilience to managing stress.



Walk and talk to a colleague in person rather than phoning or sending an email; find a popular sport among people you work with and organise a match or tournament.

Practice mindfulness, i.e. learning to focus on the here and now, not what has gone before or what might happen next. To be fully in the present.



Change your work environment during scheduled breaks; at the end of the day ask your colleagues what the best thing was about their day and listen with interest.

Take on new roles or develop new interests. Set some goals to challenge and stretch yourself regardless of age or ability. Step outside your comfort zone.



Seek out opportunities to develop a skill or area of interest wherever possible; consider career goals regularly, put your hand up for training programs in the workplace.

Think of the bigger picture. Give gifts of time, do acts of kindness, enjoy helping others and benefit from the unconditional rewards and connections you will make.



Notice good work; regularly give colleagues compliments to ensure that they are aware of the value they give to the workplace and that their contribution is appreciated; encourage them to do the same.

# Self-Care

## Cheat Sheet

Self-care isn't rocket science.  
Here's all you need to know:

### 1 Get Some Rest

You probably need to sleep more. Who doesn't? 7-8 hours a night. Nap if you can. Make it a point to tell yourself "I'm resting now" at least once a day. Yeah. For real.

### 2 Fuel Your Body

If you're eating junk, living on caffeine & feeling like a zombie, stop it. Plants. Lean protein. Healthy fats. WATER. Whatever makes you feel vibrant.

### 3 Move It

Do what feels good to you. Dance in the kitchen. Jump on a trampoline. Swim, bike, walk, run. You don't \*have\* to sweat it out in a gym. Just MOVE.

### 4 Be Still

Take 10 minutes every day and just breathe. Learn to meditate. Get quiet. Center yourself. Count your blessings. Express gratitude. Forgive yourself & others. Watch your life change.

### 5 Speak Up

No one can read your mind. If you need something, ask for it. If something pisses you off, say so (respectfully). Stand up for yourself. Be the friend you deserve.

### 6 Enjoy Yourself

Life's too short! Do something every day that makes you laugh. Talk to friends. Play. See a movie. Join a club. Take a class. Live your life!