

## Self-Care Worksheet

Name: \_\_\_\_\_

Why do I need to do this? Self-care is easy when you are happy and rested. Self-care is hard when you are stressed and overwhelmed. This is your personal self care plan to be activated as needed.

- A. Make a list of what you can do when you begin to feel stressed, overwhelmed or anxious. What will help you relax? For example: slow breathing, reading, a walk, calling a friend, visualization etc...**

List activities:

At work:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

- B. What do I like to do when I am happy and have free time? For example: read the newspaper, have a cup of coffee, watch a favorite show, take a walk, etc...**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

- C. Who are positive/supportive people that you can contact, process with or surround yourself with? For example (supervisor, colleague, best friend, other friends, sibling, parent, grandparent, other relative, therapist, priest/minister/rabbi/imam, etc.)**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

**D. Where are places you can go to find tranquility? Where are “restorative environments” for you (provide a sense of getting away, allows for a feeling of immersion, holds attention without effort, is compatible with your preferences):**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

**E. What can I do to help me face the day? For example: focus on one task, avoid distractions, make a priority list each morning, practice positive self-talk/matras, surround myself with positive people, eat well, exercise, etc.**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

**F. List all of the things, activities that will not be helpful for me when I feel stressed. For example: drinking too much caffeine, over drinking alcohol/using other drugs,**

**negative self-talk, seeking places where negative chatter happens, talking to people who get me more agitated, fired up, activated, etc., staying in bed all day, skipping workouts, etc...**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

**G. Make a list of positive things (or mantras) to say to yourself when needed. For example: you got this, you have the skills to do this job, you are a kind and bright person, I am human and will make mistakes, etc....**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

**H. How do you transition your day from home to work and work back to home? How do you turn your day off? (For example I used to travel about 40 minutes to work. I had a tree, I passed that I began to think about my day and as I passed it on my way home I turned off thoughts of work). What can you do to have an intentional transition?**

At work/during work day:

- 1)
- 2)
- 3)

During personal time:

- 4)
- 5)
- 6)

### **E. Assessing and Evaluating your Self-Care Plan**

I will review and update this plan every (30, 60, 90 days, during supervision, as part of annual employee review, etc. ) \_\_\_\_\_.

I will know my plan is working because this is how I will be showing up:

At work:

- 1)
- 2)
- 3)
- 4)
- 5)

In my personal life:

- 1)
- 2)
- 3)
- 4)
- 5)

Take a notecard (or a snap shot on your phone) and write your plan so you can refer to it as needed daily. Also review and revise as you learn new skills or determine what does and does not work for you.

Adapted by Wanda Anderson and Rebecca Diggins from Emergency Self-Care Worksheet originally Prepared by Elaine S. Rinfrette, PhD, LCSW-R and posted on the University at Buffalo School of Social Work website:  
<http://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/emergency-self-care-worksheet.pdf>