

SELF-CARE WORKSHEET

CONSIDER THESE TIPS AND APPROACHES TO SUPPORT YOUR MENTAL WELLNESS AND OVERALL WELL-BEING

Use the notes section to personalize how you'll put each tip into practice. You can also share these tips with your teams or families to enable discussions on how to better support each other.

SELF-CARE TIP	SAMPLE SELF-CARE ACTIONS	PERSONAL SELF-CARE GOAL / NOTES
TIP 1 Rest and Recharge	<ul style="list-style-type: none">• Take a five-minute break between meetings.• Go for a 15-minute walk in the afternoon.• Take an extended meal break.• Get more sleep.• Reduce screen time.	<i>What will you start doing to rest and recharge?</i>
TIP 2 Practice Saying No	It can be difficult to say “no” to requests. However, if you take a thoughtful approach based on your values and your goals — and choose your words carefully — even demanding people will hear you.	<i>What or who will you practice saying no to? Or when (in what situations) will you practice saying no?</i>
TIP 3 Treat Yourself with Compassion	If you tend toward negative thoughts, work to reduce them. It helps to literally say “stop” out loud, followed by complimenting yourself. Imagine what you would say to a friend dealing with the problems or feelings you're facing. Be a good friend to yourself.	<i>What's a compliment about yourself that you can state when you start to experience negative thoughts?</i>
TIP 4 Get Moving	Walking, stretching, and doing simple exercises can be great for your fitness and allow opportunities for social connection. Even activities like doing chores or cleaning up with your family can be fun activities that also get you moving.	<i>What activities do you like to do that will help you get moving?</i>
TIP 5 Seek Help If You Need It	Remember that no one can do it all. Consider asking your partner, family, friends, co-workers, neighbors or children for help or a break. Or consider requesting a flexible schedule from your manager. Utilize an employee assistance program if available; it may offer a variety of services from support for parents to counseling or assistance for managing mental health or substance use issues.	<i>Who can help when needed? What resources or benefits is your employer providing that would help support you?</i>