

Self-Care Assessment and Plan

Adapted from: *Transforming the Pain: A Workbook on Vicarious Traumatization*. Saakvitine, Pearlman & Staff of TSI/CAAP (Norton 1996).

Objectives:

1. Identify core self-care competencies
2. Develop individual strategies for self-care
3. Identify potential stressors in the work environment, and create an action plan for burn out prevention

The Importance of Self-Care

Having a self-care plan allows you to:

- Maximize efficacy and productivity through heightened energy and presence
- Be a positive role model for those you serve
- Maintain appropriate boundaries in the work environment
- Effectively deal with stressors

Consciously and intentionally utilizing a self-care plan enables us to more effectively help others.

My Self-Care Plan Beginning Today: Date _____

Physical: _____

When: _____ How often: _____

Psychological: _____

When: _____ How often: _____

Emotional: _____

When: _____ How often: _____

Spiritual: _____

When: _____ How often: _____

Workplace: _____

When: _____ How often: _____

Self-Care Assessment

Self-care is essential to maintain health, efficacy, and productivity in the work environment. It is vital to the role of recovery coaches to actively practice positive role modeling. Regularly practicing self-care maintains overall health and enhances our ability to perform.

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the assessment, choose one item from each area that you will actively work to improve mark that item with a star then complete Your Self-Care Plan on the first page.

Rate how often you do each of the following by writing in one number using the scale below:

- Frequently = 5
- Occasionally = 4
- Rarely = 3
- Never = 2
- It never occurred to me = 1

Physical Self-Care

- Eat regularly (i.e. breakfast, lunch and dinner)..... _____
- Eat healthy..... _____
- Exercise..... _____
- Get regular medical care for prevention _____
- Get medical care when needed..... _____
- Take time off when needed _____
- Get massages _____
- Dance, swim, walk, run, play sports, sing, or other fun physical activity _____
- Take time to be sexual – with yourself, with a partner..... _____
- Get enough sleep _____
- Wear clothes you like _____
- Take vacations _____
- Take day trips or mini-vacations..... _____
- Make time away from telephones..... _____
- Other: _____.. _____

Frequently = 5
Occasionally = 4
Rarely = 3
Never = 2
It never occurred to me = 1

Psychological Self-Care

- Make time for self-reflection _____
- Have your own personal psychotherapy _____
- Write in a journal..... _____
- Read literature that is unrelated to work..... _____
- Do something at which you are not expert or in charge _____
- Decrease stress in your life _____
- Let others know different aspects of you _____
- Notice your inner experience – listen to your thoughts, judgments,
beliefs, attitudes and feelings..... _____
- Engage your intelligence in a new area, e.g., go to an art museum,
history exhibit, sports event, auction, theatre performance _____
- Practice receiving from others _____
- Be curious..... _____
- Say ‘no’ to extra responsibilities sometimes..... _____
- Other:..... _____

Emotional Self-Care

- Spend time with others whose company you enjoy..... _____
- Stay in contact with important people in your life..... _____
- Give yourself affirmations, praise yourself..... _____
- Love yourself _____
- Re-read favorite books, re-view favorite movies..... _____
- Identify comforting activities, objects, people, relationships,
places and seek them out..... _____
- Allow yourself to cry..... _____
- Find things that make you laugh..... _____

Frequently = 5
Occasionally = 4
Rarely = 3
Never = 2
It never occurred to me = 1

Express your outrage in social action, letters and donations,
marches, protests _____
Play with children..... _____
Other: _____.. _____

Spiritual Self-Care

Make time for reflection _____
Spend time with nature..... _____
Find a spiritual connection or community _____
Be open to inspiration..... _____
Cherish your optimism and hope..... _____
Be aware of nonmaterial aspects of life..... _____
Try at times not to be in charge or the expert..... _____
Be open to not knowing _____
Pray/meditate _____
Sing _____
Spend time with children _____
Have experiences of awe _____
Contribute to the causes in which you believe _____
Read inspirational literature (talks, music, etc.) _____
Other: _____.. _____

Frequently = 5
Occasionally = 4
Rarely = 3
Never = 2
It never occurred to me = 1

Workplace or Professional Self-Care

- Take a break during the workday (e.g. lunch)
- Take time to chat with co-workers
- Make quiet time to complete tasks
- Identify projects or tasks that are exciting and rewarding.....
- Set limits with your clients and colleagues
- Balance your caseload so that no one day or part of a day is 'too much'.....
- Get regular supervision or consultation
- Negotiate for your needs (benefits, pay raise).....
- Have a peer support group.....
- Develop a non-trauma area of professional interest.....
- Other:

Balance

- Strive for balance within your work-life and workday.....
- Strive for balance among work, family, relationships, play and rest.....