



# WORK OF CARE

CHANGE THE MOMENT TO CHANGE THE WORLD

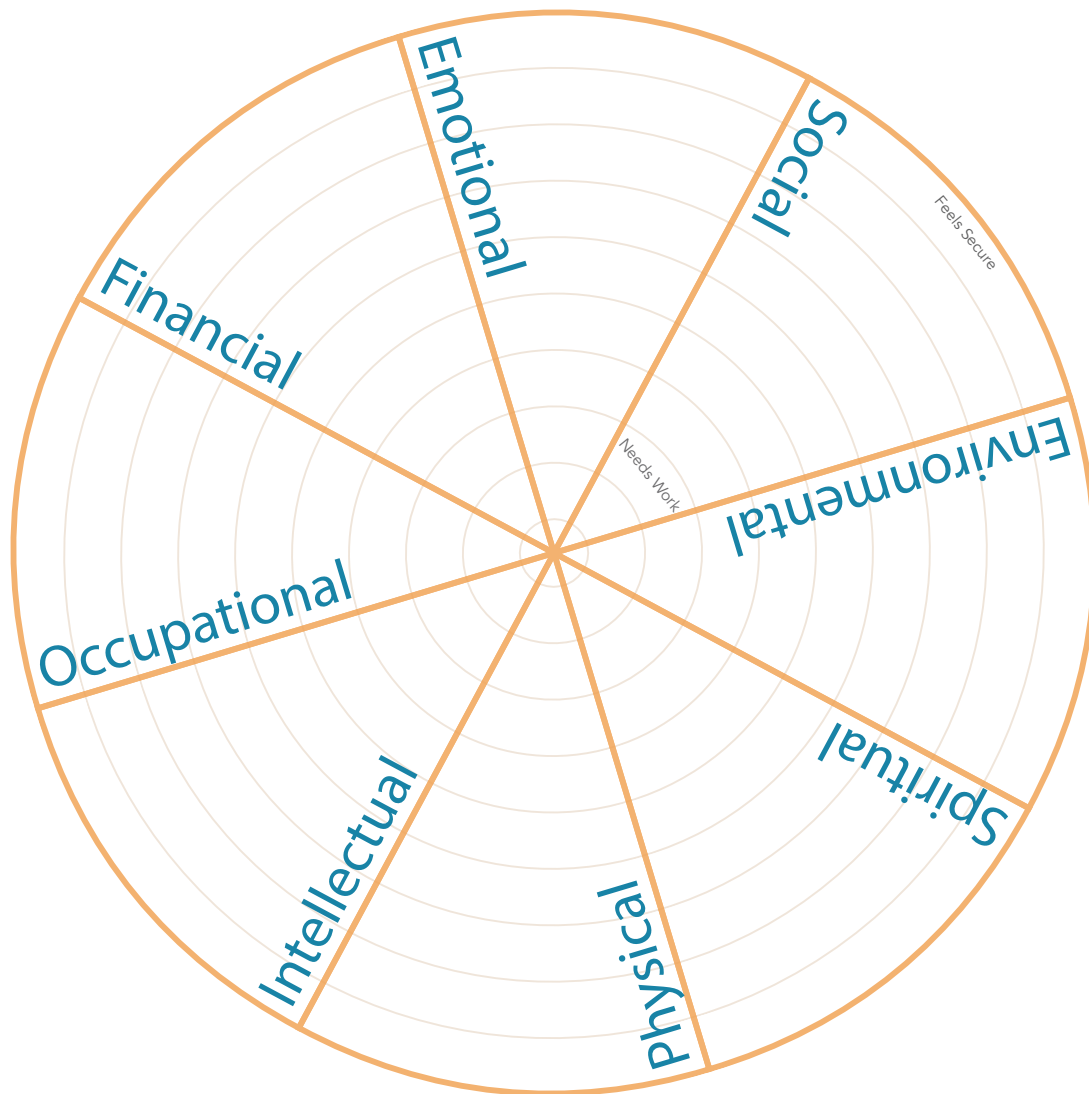
## Self-Care Workbook for Health Care Providers

**CONSTRUCTING A LIFE THAT SUPPORTS YOUR  
HEALTH AND WELL-BEING SO YOU CAN SUPPORT OTHERS**

*EMPOWER YOURSELF TO CHANGE THE MOMENT.  
CHANGE THE MOMENT, AND YOU CHANGE THE WORLD.*

# 'WELLNESS WHEEL'

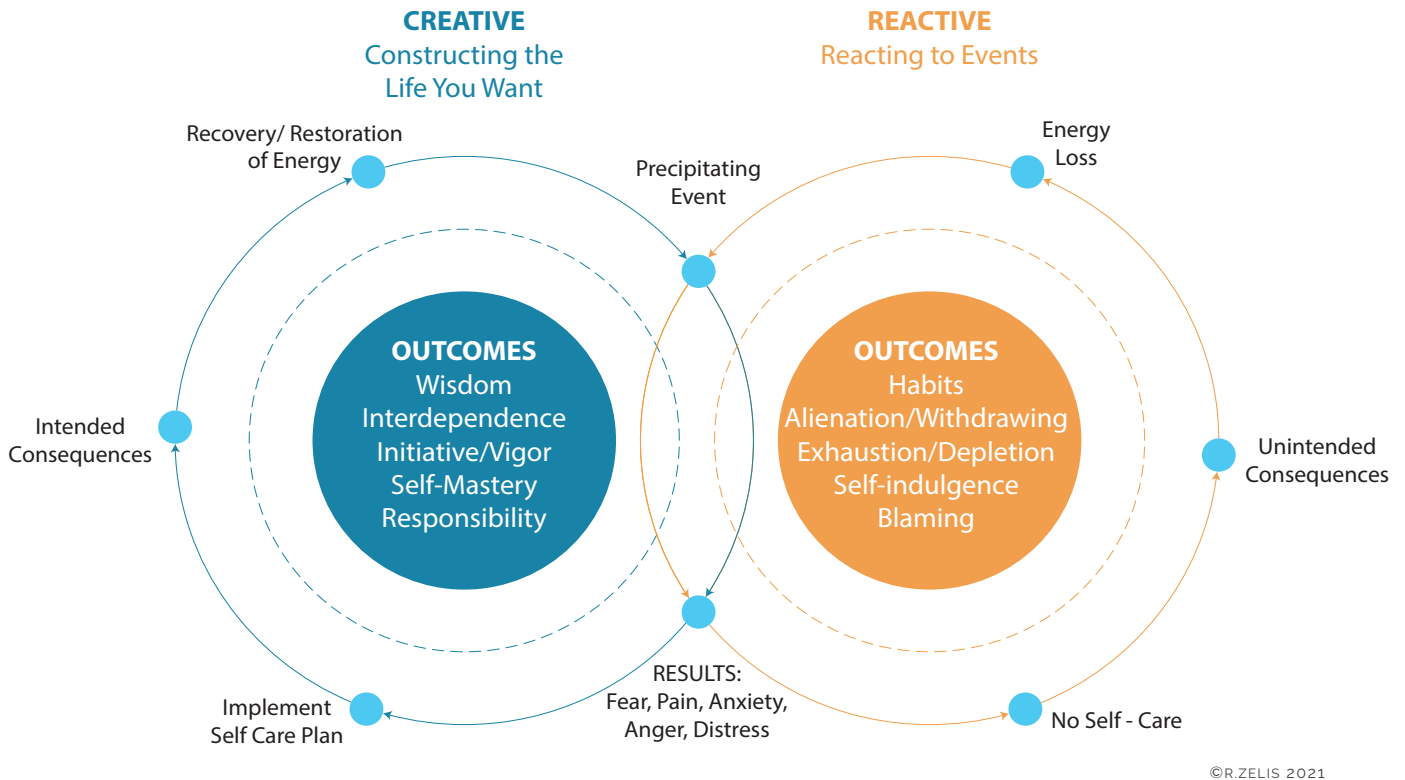
Fill in the 'wheel' below to visualize how satisfied and secure you feel in different aspects of life that can affect your well-being.



Multiple areas of your life can affect your health and well-being. For example, a happy social life and good health can be stressed by financial problems. Physical well-being, career choices, emotional health, environment, and family life can all affect each other.

From the 8 Dimensions of Wellness at [www.samhsa.gov](http://www.samhsa.gov)

# INTRODUCTION



## **SELF-CARE WILL HELP YOU THRIVE, AND ALLOWS YOU TO BE A BETTER RESOURCE FOR YOUR STUDENTS, COLLEAGUES AND LOVED ONES.**

Sometimes problems can be the result of how you respond to a situation more than the situation itself. Self-care is the difference between living a 'Reactive' cycle or a 'Creative' cycle. Reactive choices can diminish personal resources each time a challenging event occurs. A 'Creative' approach allows for a restoration of personal resources and energy that helps you learn from your experiences and prepare for the next challenge.

## **THIS WORKBOOK HAS FOUR PARTS:**

- 1 ASSESSMENT**  
Gives you a general idea of where you are at right now.
- 2 PRIORITIZING**  
Helps you establish what is most important in your life.
- 3 PLANNING**  
Helps you plan self-care with the resources available to you.
- 4 COMMUNITY**  
Using self-care to build a supportive community.

**Answer these questions to see your current areas of strength as well as where you may need some support.**



NOTES

**Use the questions below to consider what types of self-care might work best for you, and where you want to make changes.**

	I ALWAYS DO THIS	SOMETIMES I DO THIS	I RARELY DO THIS	I DON'T DO THIS
Plan each day ahead	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have a safe and pleasant living space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ask for help when I need it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spend time outdoors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rest when I am sick	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have personal goals and/or dreams I work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage my finances sensibly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take breaks when I need to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritize my needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Live according to my values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do work or projects I find fulfilling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Move in healthy ways / get physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteer in my community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Eat food that is nourishing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relax without screens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTES

# DEFINE "HEALTH"

**Define what "health" means to you personally, so you can prioritize choices that support your own values and well-being. (Note: Your definition of "health" may be very different from the people around you and even the organization you work for!)**

What does health, wellness or well-being mean to you?

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What are your priorities for your own health and well-being now?

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What actions are you taking (or can you take) to prioritize these in your life?

1	.....
2	.....
3	.....

What aspects of building your health and wellness do you find challenging?

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# WHAT FEELS GOOD

**Self-care is often thought of as an 'escape' from daily life and challenges. Instead, self-care can be a *sincere commitment to what you value*. Sometimes an indulgence is the best kind of self-care. Other times, paying attention to your health, getting more sleep, and spending time on what matters to you most are the right ways to take care of yourself.**

Activities and experiences that are meaningful to me:

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What might make these difficult to do:

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Things I want to do, but I probably should not do these too often:

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Why putting these off might be hard:

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**Stress can be helpful and prepare your body and mind for challenges. Often it is not stress itself, but instead the way people choose to manage stress, that leads to problems. Stress that isn't well managed may interfere with sleep, affect friendships, cause accidents or health problems, and make decision-making at work more difficult.**

## 5 TYPES OF STRESS

- SITUATIONAL**  
Stress that is caused by your immediate environment
- PHYSICAL**  
Illness, injury, choices that may poorly affect your body

- MENTAL**  
Negative thinking, worrying, making assumptions, uninteresting work
- TIME**  
Too much to do, not delegating or saying, "no."
- RELATIONAL**  
Relationship difficulties (work, family, friends, romantic partners, community)

Examples of **Situational Stress** in my life

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Something I can do to address this:

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Examples of **Physical Stress** in my life

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Something I can do to address this:

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Examples of **Mental Stress** in my life

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Something I can do to address this:

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Examples of **Time Stress** in my life

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Something I can do to address this:

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Examples of **Relational Stress** in my life

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Something I can do to address this:

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# SELF-CARE OPTIONS

**Relaxation Practices** (ex. Mindfulness, breathing exercises, journaling, coloring books, hobbies)

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**Food Choices** (ex. drinking enough water, avoiding too much caffeine or energy drinks, eating fruit and vegetables)

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**Physical Activity** (ex. walking, yoga, hiking, weight lifting, team sports, dancing)

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**Connection/Spirituality** (ex. prayer, volunteering, mindfulness practice, time with friends, time in nature, nurturing relationships, joining a faith community)

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**Self-care is easiest when it is something that can be incorporated into your average day and routine.**

**Research has shown *Relaxation Skills, Food Choices, Physical Activity, and Spirituality or Connection* can all improve your health and well-being.**

**Write down some options that seem right for you, that you could enjoy, and that fit your values, lifestyle and resources.**

What could make some of my choices difficult or challenging:

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# SELF-CARE PLAN

Planning for challenges gives you insight into the best options for self-care when you're facing difficulties. Also, proactively taking care of yourself in small ways every day simply helps you to feel good more often!

THINGS I CAN DO EACH DAY THAT WILL MAKE ME FEEL GOOD ABOUT MYSELF

WHAT I SHOULD SAY TO MYSELF WHEN I AM HAVING A DIFFICULT TIME

WHAT I SHOULD AVOID DOING WHEN I AM HAVING A HARD DAY OR I AM IN A CRISIS

WHAT I CAN DO (THAT IS GOOD FOR ME) WHEN I FEEL OVERWHELMED OR UPSET

NOTES:

# CREATING A VISION

**Imagine it is three months from now. What do you want to feel? How have you been able to contribute to the people around you including your patients, clients, colleagues, and community?**

**Below, list some intentions for the next three months.** These do not have to be grand achievements. It may be being more compassionate with your patients, helping your colleagues, practicing self-care, being more patient with administrators, or remaining positive when things get challenging.

My intentions and goals for the next three months:

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People who will support me in these commitments:

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Things that might make it difficult to keep these intentions:

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How I will feel if I do not follow through on these intentions:

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How I will feel if I when I do:

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# CIRCLE OF SUPPORT

**When you need support it's helpful to know who you can count on. Some people can guide you through challenging personal situations. Others are more helpful with good advice, transportation, issues at school, or making you smile and have fun.**

Use the circles below to write down the names and contact info of people you know you can ask for support or help.

**Examples of who might fit in the Outer Circle:**

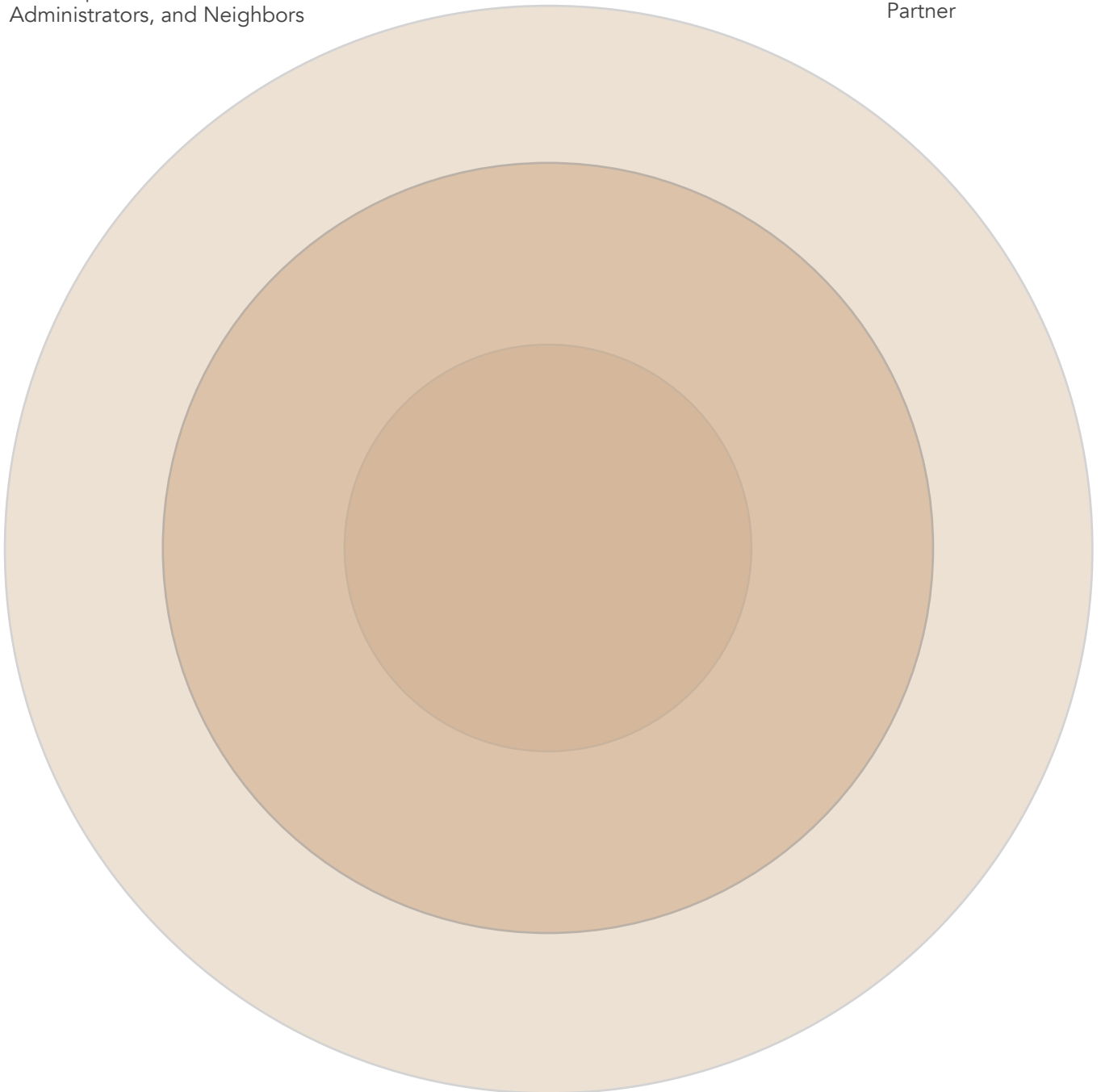
Helping Professionals,  
Acquaintances, Peers,  
Administrators, and Neighbors

**Examples of who might fit in the Middle Circle:**

Good Friends and Extended Family,  
Trusted Mentor or Colleague

**Examples of who might fit in the Inner Circle:**

Closest and Most Trusted Friends,  
Supportive Family Members,  
Partner



# SELF-CARE AND OTHERS

**Self-care can affect how you treat others, making it an essential part of being in a community. How you handle stress and conflict will impact everyone around you including your students, colleagues, friends and family.**

What expectations do I have for myself as a part of my family, school, and community?

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What are the unique strengths I can offer?

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What's my commitment to to how I treat others? How, specifically, will I show this in my actions?

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What interactions make me feel frustrated with another person? How do I manage this frustration?

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**EMPOWER YOURSELF TO CHANGE THE MOMENT.  
CHANGE THE MOMENT, AND YOU CHANGE THE WORLD.**

**It is our personal responsibility as a part of any community to practice self-care to the best of our ability.**

This workbook is designed to help you make personal self-care choices with wisdom, understanding how these decisions will improve your own health and well-being and also the well-being of your family, school, and community. As healthy individuals functioning at our best, we can help other people feel safe, valued and included.

The personal choices we make affect how we are able to take care of each other. **None of us will be performing at our best at all times. That's why we need each other.**

My personal commitment to myself, and therefore to my school community:

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## WORK OF CARE PRINCIPLES

**1. TO CARE FOR AND ABOUT OTHERS WE MUST BE AWARE OF THEIR NEEDS, AND HAVE THE RESOURCES TO ACT IN THEIR BEST INTEREST.**

**2. SELF-CARE IS ESSENTIAL FOR INDIVIDUALS TO SUSTAINABLY PRACTICE CARING FOR OTHERS.**

**3. MODERN LIFE, OUR SOCIETY, WORKPLACES, AND INSTITUTIONS, GENERALLY DO NOT SUPPORT AN INDIVIDUAL'S WELL-BEING. THIS MAKES US LESS ABLE, AS COMMUNITIES MADE UP OF INDIVIDUALS, TO CARE FOR EACH OTHER.**

**4. WE CAN CREATE CHANGE IN THIS WORLD BY LEARNING SKILLS TO CARE FOR OURSELVES, WITH THE GOAL OF COLLECTIVELY AND SUSTAINABLY CARING FOR OTHERS.**



## NOTES:

*WORK OF CARE HELPS EDUCATORS CONSTRUCT A LIFE THAT SUPPORTS THEIR WELL-BEING, SO IN TURN THEY CAN SUPPORT THE HEALTH AND WELL-BEING OF OTHERS.*

For more information and self-care resources visit [www.workofcare.com](http://www.workofcare.com).

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