



# **DAILY SELF-CARE PLAN**

# **WORKBOOK**

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# DAILY SELF-CARE PLAN

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## WHY YOUR SELF-CARE MATTERS

Although it may sound fluffy or selfish, self-care is crucial to your optimal function personally and professionally.

In a world that still celebrate busyness, there is an underlying belief that we must always be productive, and relaxing is can be frowned upon. However setting time aside for ourselves can actually allow us to be more productive, calmer and reduce stress.

A self-care plan is your own unique well-being roadmap with strategies and tools to help you, both in your day to day life and when confronted with trauma.

# 6 Self-Care Tips which Take Less than a Minute to Perform

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"I don't have time."

How often have you said those words when it came to self-care? Oh, you know it's good for you. But really, who has hours to spare just to take care of themselves?

Quite simply, you do. In fact, you have more time than you think. These self-care tips will each take you less than a minute to perform.

## Take a Deep Breath

Anytime you're feeling tense, stressed out, or even just a little 'off' taking several deep breaths will change the situation for the better. The key? Don't just breathe. Hold your breath in between steps for maximum impact. Start with inhaling to the count of four, then hold it for the count of four, and exhale to the count of eight and repeat for a minimum of four times.

## Slow Down Your Lunch

When is the last time you truly enjoyed your food? The next time you eat anything at all, pause in your chewing to savor the textures and flavors. By doing this you aid in digestion and rediscover the joy of eating all at the same time!

## Stop Everything

There is a lot to be said for a moment of silence. Calm racing thoughts, lower your heart rate, and relax fully into the moment by turning off your electronics and just sitting with your eyes closed. Even doing this for just 30 seconds does wonders for your state of mind.

## Look Around

Another great technique for calming yourself but still engaging the mind actively is to take notice of an object near you. Spend a full minute in exploring this object, taking note of everything about it. What does it feel like? What colors can you see? How does the light strike the surface? Close your eyes and see if you can recall this object in minute detail. This will actually help in cognition and focus.

## Day Dream

Having a rough day? Taking a one-minute vacation in your head can help perk things up. Use this as a visualization exercise for an added benefit by picturing someplace you'd like to visit or something you want to experience in person someday.

## Show Gratitude

A thankful heart helps to shift how you see the world and is really good for your mood and self-talk. Think of something you're grateful for. Or better yet, take a minute to write a quick email thanking someone in your life for something you appreciate about them.

By taking a minute to yourself, you'll be surprised at the impact this has upon your mental and physical self. Being more relaxed and less stressed will help you to feel healthier and happier as you go about your day.

# 5 Unique Ways to Practice Self Care

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It's a well-known fact we need to be practicing self-care. But sometimes it seems a little boring. We do the same old things: exercising, eating great, trying to do nice things for ourselves but it never stops feeling selfish, nor does it seem to get any easier.

It's time to change things up. Let's look at some unique and interesting ways to practice self-care in ways which make you feel good about what you're doing.

## Eat Right

You already know the importance of a good diet. Now consider taking it to the next level. Make a practice of looking for foods which are healthy and natural. Look for home-grown items (if you can). Remember, eating right can have a healthy impact and those around you with only a little thought and consideration.

## Connect

Looking for a way to spoil yourself? Rather than indulge in shopping therapy, why not instead invest in time with others rather than in more consumer goods? Having a lunch with a friend brings a positive impact upon both your life and theirs -even if it is in the great outdoors and a take-away sandwich!

## Express Your Emotions

When we shut down and try to control our emotions, we do ourselves more harm than good. Holding things in only leads to additional stress, higher blood pressure, and other negative physical affects. Instead, look for ways to express how you feel. Indulge in art. Journal. Get into deep conversation with others. All of these will help you to come to a better understanding of how you feel and will aid in letting go of negativity.

## Pamper Yourself

There is nothing wrong with indulging in little self-spoiling actions such as bubble baths, a manicure, or a massage (if you can). By taking the extra effort to use natural products and treat those around you well, you benefit yourself, the environment, and others.

## Stretch Your Mind

Self-care often includes time out to read a good book or to watch a movie. Again, both of these are great ideas. To take this to the next level, try watching a documentary instead, or reading something which has an impact upon how you think. Good examples of positive reading material include inspiring biographies, books on environmental issues, and anything which educates or keeps you informed.

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**'A self-care plan is your own unique well-being roadmap - with strategies and tips to help you, in your daily life and when the going gets tough'.**

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# 5 Actions to Take at Work Daily to Practice Self Care

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Where does self-care happen? If you think it stays solidly at home, you're not alone. Most people would expect self-care to be something which takes place after the workday is over but with many of us working and living from home right now it is even more important to practice work related self-care.

Read on to discover five actions you can take at work daily to practice self-care.

## Get Out More

The idea of escaping from your workplace might seem pretty appealing, especially when you've been having a rough day. Sometimes your best form of self-care is to get out for a while. If possible, take some of your breaks outside. Go for a short walk. Breathe some fresh air. This will help restore your equilibrium and feel better about the rest of your day.

## Initiate Conversations

It doesn't matter whether you go to work or are working at home, you probably still have coworkers. Taking a few minutes to connect with them, even in a short text or conversation helps to build connections you sorely need. This is more than just networking. We all need to feel like we're not alone. Building work friendships starts in these conversations and keeps you feeling like you're not alone. You especially need this when you're spending a third of your day with these individuals -even if it is remotely and from a distance.

## Ask for Stuff

Self-care makes sure your needs are met. This means having conversations with your boss when you have questions or concerns, and in making sure you're part of things, especially on projects you feel passionately about. Self-care means sticking up for yourself to get these things when you feel like they're not being offered. Doing these things is what makes work meaningful and fulfilling.

## Drink More

No, you don't need a shot of tequila. We're talking about water. Staying hydrated is one of the simplest forms of self-care which is overlooked more often than you think. Did you know 75% of us are chronically dehydrated? This affects cognitive function, which in turn affects your work. Is it any wonder self-care means drinking water throughout the day?

## Play Games

Work becomes more interesting when you feel like you're challenged. Sometimes this means you have to be the one to set the challenges. Make your day interesting by setting mini goals for yourself. Set a timer and try to beat the clock when it comes to getting things done. See how much of your To Do list you can cross off before the end of the day. Be creative and have fun!

# 4 Things You Can Do to Your Workspace to Encourage Self-Care

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What does your workspace say about you? Most people try to find ways to personalize the space where they work. While not every job allows for much in the way of personal touches, there are some things you can do to keep your workspace uniquely you. This lends itself to better productivity.

But how does your workspace impact your health? Think about this: there are many things you can do to workspace to encourage self-care. Imagine how this could change your life.

Try these things:

## Build Better Boundaries

There are times when you can deal with an interruption, and times when you just need to work. Look for ways to create better boundaries to keep your productivity high, and your frustration low. If you have the ability to shut your door when you need to concentrate, do so. If not, talk to your coworkers about how to signal them when you are in interruption-free mode.

## Clean Up Your Act

Sometimes the simplest thing self-care action at work is to create a better workspace for yourself is to clean up the clutter. By being able to find what you need, when you need it, you preserve your sanity and get more done.

## Escape to Eat

Your workspace should never be a dining hall. When your lunch break comes around, it's time for you to go. The problem with eating at your desk, is you become tempted to keep working while you eat. The best self-care practice at lunchtime is to step out and eat elsewhere. Even if you work from home, the very act of eating away from your workspace can do wonders for your mental health. Go to another room or even just pick a different chair at the kitchen table as a way of telling your brain you're done working for the time being.

## Put Away the Screens

While it's not always practical to put away your laptop or tablet, it's good to do so when you can. Why? After a few hours, staring at any screen, whether it's on your phone or elsewhere, can make your eyes hurt. This constant exposure to electronics can be very wearying and even cause damage to your body over time. Don't believe it? Consider how many people you know, yourself included, who have had problems with carpal tunnel in the past year or two. The solution? Make a point of doing some things by hand. To do lists don't need to be on an app or computer screen to be effective. Also, clustering jobs which aren't tech heavy can give you a nice break during the day.

**The key to self-care at work is in making your workspace work for you, not against you. By paying attention to these simple details, you'll feel more productive and enjoy your work day more.**

# 6 Tips for Practicing Self Care Even When Times are Tough

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In today's world, we can expect things to go wrong. Between worries about health, finances, family, and all those things we cannot control such as world events, it can be very difficult to practice self-care. It's hard to think about ourselves when we are worried or experiencing upheaval. At the same time, it's more important than ever to practice self-care during times such as these.

What can you do to take care of yourself even when times are tough?

## Accept Things Aren't Perfect

By refusing to let go of normalcy and accept things are different right now, you create impossible levels of stress, and unnecessary suffering. The best practice? Step back. Acknowledge what's going on. Realize you might need a different game plan for a while. This puts you less on the defensive and more in control.

## Eat Something

You're not apt to feel hungry when you're stressed. When you do eat, you might find yourself grabbing what's easy. This means eating a lot of fast food or empty calories. Your better bet? Start scheduling your meals. Make an effort to eat a balanced diet. Having the proper fuel will go a long way to helping you get through what you need to.

## Exercise

Putting your body in motion when you're under this kind of stress seems almost crazy at first glance. On the other hand, when you are overwhelmed, it's very easy to slip into a routine of inactivity. To fix this, make a point to get up and move around every few hours. It's especially helpful to get outside if you can. Remember, movement has been proven to ease stress, and help you feel better even when things are difficult.

## Sleep

Sleeping isn't always easy when everything is chaotic around you. you might find it easier to sleep if you create a bedtime routine and hold to it. Slow your mind through journaling or other quiet activities which will help you process what you're going through. Do what you need to relax yourself in order to get a good night's sleep. In my online course *The Burnout Solution*, I dive deep into practices to ensure you get the best sleep you can.

## Talk to Someone

Never try to go it alone. Difficult times call for a support network. Make talking to others a priority. Even socialization over the phone or via video conferencing will go a long way to keeping you on an even keel. If you're really struggling in dealing with this situation, you might want to consider talking to a counselor or other professional.

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**'Self-care means asking  
yourself what you need and  
following through on the  
honest answer'.**

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# MOVING FORWARD

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Managing your self-care is your responsibility and the most important thing you can do for yourself!

Remember back in the day when we could fly and the flight attendant runs through the safety announcement:

"In case of emergency, oxygen masks will drop down in front of you. Please pull the mask down towards your face and place the mask over your mouth and nose. ....please attend to yourself first".

This isn't a selfish request, it is a request to ensure that you are in the best position to help yourself and then help others.

That is what your self-care means. On the following few pages is your Self-Care Plan template - use it to create a plan that is going to work for you whenever you need it, print it off and stick it somewhere you will see it daily and get into the habit of practicing your strategies.

For more information on  
preventing Burnout pop over to  
[www.twistingthejar.com](http://www.twistingthejar.com) or  
follow me on @twistingthejar



# SELF-CARE PLAN

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**List your favourite practices for each category**

Work:

Mental:

Social:

Physical:

Emotional:

# SELF-CARE PLAN

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## My emergency self-care plan

### HELPFUL (TO DO)

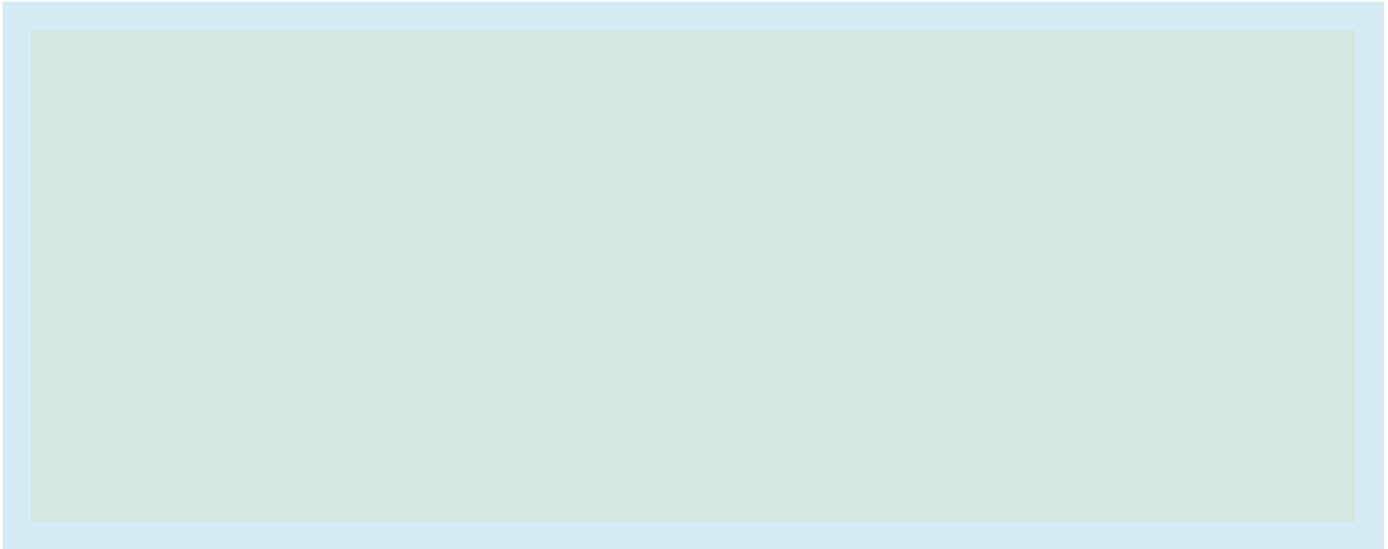
List your top 3 emergency self-care practices e.g (deep breathing, walking, movement, contacting a friend)

# SELF-CARE PLAN

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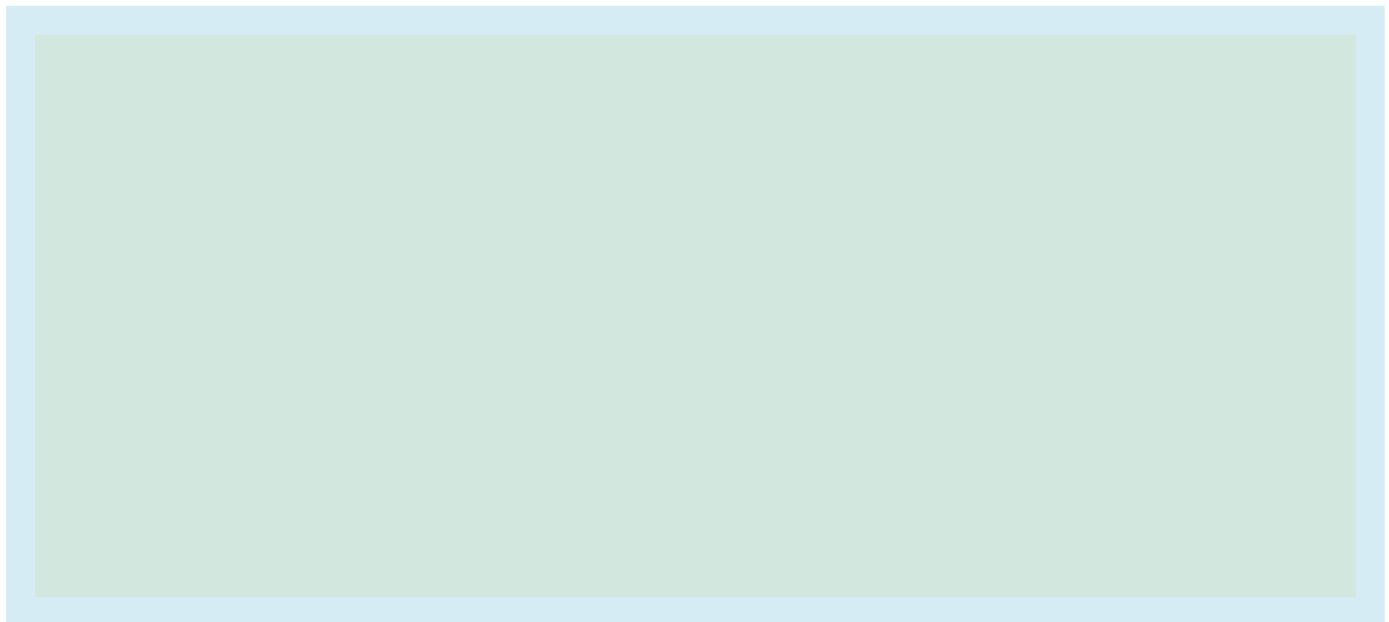
## **My top three positive coping strategies**

**Record three strategies you want to get in the habit of doing**



## **UNHELPFUL (THINGS TO AVOID**

**List 5 practices, people, places or things to avoid during times of stress**



# TOP TIPS

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1. Acknowledge your feelings.
2. Talk to others.
3. Have an Emergency self-care plan.
4. Break self-care down into different areas of your life.
5. Know what you need to step back from when you need to step into your self-care.
6. Always be kind and compassionate to yourself in how you think and treat yourself.