

Welcome to

Self Care and Stress Management for the Leader!

Have you ever been so busy you burnt out? Have you ever felt you had no time to take care of yourself? This is common for leaders! We are givers, and we are awesome.

But it's important to check in with ourselves:

1. You can't pour from an empty cup. What fills your cup?

2. You must put on your own oxygen mask before assisting others. What do you NEED to keep yourself going?

Define Self Care:

Agenda for this workshop:

Definitions and Discovery

Self Care Assessment

Making a Maintenance Plan

Making an Emergency Plan

Keep in Touch!

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Self-Care Assessment

Adapted from Saakvitne, Pearlman, & Staff of TSI/CAAP (1966). *Transforming the pain: A workbook on vicarious traumatization*. Norton.

The following worksheet for assessing self-care is not exhaustive, merely suggestive. Feel free to add areas of self-care that are relevant for you and rate yourself on how often and how well you are taking care of yourself these days.

When you are finished, look for patterns in your response. Are you more active in some areas of self-care but ignore others? Are there items on the list that make you think, "I would never do that"? Listen to your inner responses, your internal dialogue about self-care and making yourself a priority. Take particular note of anything you would like to include more in your life.

Rate the following areas according to how well you think you are doing:

3 = I do this well (e.g., frequently)

2 = I do this OK (e.g., occasionally)

1 = I barely or rarely do this

0 = I never do this

? = This never occurred to me

Physical Self-Care

___ Eat regularly (e.g., breakfast, lunch, and dinner)

___ Eat Healthily

___ Exercise

___ Get regular medical care for prevention

___ Get medical care when needed

___ Get time off when sick

___ Dance, swim, walk, run, play sports, sing, or do some other fun physical activity

___ Get enough sleep

___ Wear clothes I like

___ Take vacations

___ Other:

Psychological Self-Care

___ Take day trips or mini-vacations

___ Make time away from telephones, email, and the internet

___ Make time for self-reflection

___ Notice my inner experience- listen to my thoughts, beliefs, attitudes, feelings

___ Write in a journal

- ___ Read literature that is unrelated to school or work
- ___ Do something at which I am not an expert or in charge
- ___ Attend to minimizing stress in my life
- ___ Engage my intelligence in a new area, e.g., go to an art show, sports event, theatre
- ___ Be curious
- ___ Say no to extra responsibilities sometimes
- ___ Other:

Emotional Self-Care

- ___ Spend time with others whose company I enjoy
- ___ Stay in contact with important people in my life
- ___ Give myself affirmations, praise myself
- ___ Love myself
- ___ Re-read my favorite books, re-review favorite movies
- ___ Identify comforting activities, objects, people, places and seek them out
- ___ Allow myself to cry
- ___ Find things that make me cry
- ___ Express my outrage in social action, letters, donations, marches, protests
- ___ Other:

Spiritual Self-Care

- ___ Make time for reflection
- ___ Spend time in nature
- ___ Find a spiritual connection or community
- ___ Be open to inspiration
- ___ Cherish my optimism and hope
- ___ Be aware of my non-material aspects of life
- ___ Try at times, not to be in charge or the expert
- ___ Be open to not knowing
- ___ Identify what is meaningful to me and notice its place in my life
- ___ Meditate
- ___ Pray
- ___ Sing
- ___ Have experiences of awe
- ___ Contribute to causes in which I believe
- ___ Read inspirational literature or listen to inspirational talks, music
- ___ Other:

Relationship Self-Care

- ___ Schedule regular activities with my family
- ___ Make time to see my friends
- ___ Call, check on, or see my relatives
- ___ Spend time with my companion animals
- ___ Stay in contact with faraway friends

- ___ Make time to reply to personal emails and letters
- ___ Allow others to do things for me
- ___ Enlarge my social circle
- ___ Ask for help when I need it
- ___ Share a fear, hope, or secret with someone I trust
- ___ Other:

Workplace or Professional Self-Care

- ___ Take a break during workday (e.g., lunch)
- ___ Take time to chat with friends at school and work
- ___ Make quiet time to complete tasks
- ___ Identify projects or tasks that are exciting and rewarding
- ___ Set limits with other students in group work
- ___ Balance my work so that no one day or part of a day is “too much”
- ___ Arrange my work space so it is comfortable and comforting
- ___ Advocate for myself (ask for help when needed)
- ___ Have a peer support group

Overall Balance

- ___ Strive for balance within my work-life and work day
- ___ Strive for balance among work, family, relationships, play, and rest

Other Areas of Self-Care that are Relevant to You

- ___
- ___
- ___

(Retrieved 8/6/2010 from http://www.ballarat.edu.au/aasp/student/sds/self_care_assess.shtml and adapted by Lisa D. Butler, Ph.D., then adapted by Raven Coit 2/2018)

My Maintenance Self-Care Worksheet

Review the Self-Care Assessment that you just completed, which includes what you are doing now for self-care. On this maintenance selfcare worksheet, list those activities that you engage in regularly (like every day or week) under “current practice” within each domain. Identify new strategies that you would like to begin to incorporate as part of your ongoing maintenance self-care— pay particular attention to domains that you have not been addressing in the past. On the last page identify barriers that might interfere with ongoing self-care, how you will address them, and any negative coping strategies you would like to target for change and how you will change them.

<p style="text-align: center;"><u>MIND</u></p> <p><u>Current practice:</u></p> <p><u>New practice:</u></p>	<p style="text-align: center;"><u>BODY</u></p> <p><u>Current practice:</u></p> <p><u>New practice:</u></p>
<p style="text-align: center;"><u>EMOTIONS</u></p> <p><u>Current practice:</u></p> <p><u>New practice:</u></p>	<p style="text-align: center;"><u>SPIRIT</u></p> <p><u>Current practice:</u></p> <p><u>New practice:</u></p>

My Maintenance Self-Care Worksheet

<u>SCHOOL/WORK</u>	<u>RELATIONSHIPS</u>
<p data-bbox="142 583 381 621"><u>Current practice:</u></p> <p data-bbox="142 768 341 806"><u>New practice:</u></p>	<p data-bbox="803 583 1042 621"><u>Current practice:</u></p> <p data-bbox="803 768 1002 806"><u>New practice:</u></p>
<p data-bbox="407 1010 516 1050"><u>Other:</u></p> <p data-bbox="142 1157 381 1194"><u>Current practice:</u></p> <p data-bbox="142 1341 341 1379"><u>New practice:</u></p>	<p data-bbox="1084 1010 1193 1050"><u>Other:</u></p> <p data-bbox="803 1136 1042 1173"><u>Current practice:</u></p> <p data-bbox="803 1320 1002 1358"><u>New practice:</u></p>

My Maintenance Self-Care Worksheet

<p>Barriers to maintaining my self-care strategies</p>	<p>How I will address these barriers and remind myself to practice self-care</p>
<p>Negative coping strategies I would like to use less or not at all</p>	<p>What I will do instead</p>

Emergency Self-Care Worksheet

Why do I need to do this? It is very hard to think of what to do for yourself when things get tough. It is best to **have a plan ready** for when you need it.

What should be in it? You need to consider 3 general areas: what to do, what to think, and what to avoid.

1. Make a list of what you can do when you are upset that will be good for you.

a. What will help me relax?

For example,

- Breathing
- Muscle relaxation
- Music
- Reading for fun
- Watching a movie
- Exercising

b. What do I like to do when I'm in a good mood?

- List all the things you like to do so you remember what they are when you need to think of something to do.

c. What can I do that will help me throughout the day?

For example,

- Avoid too much caffeine if feeling anxious
- Remember to breathe
- Watch my thoughts
- Stay in the moment

d. Other: What else do YOU need to do that is specific to YOU?

2. Make a list of people you can contact if you need support or distraction.

For example, your best friend, other friends, sibling, parent, grandparent, other relative, therapist, priest/minister/rabbi/imam, etc.

a. Divide the list of people into categories by asking yourself the following questions:

- Who can I call if I am feeling depressed or anxious?
- Who can I call if I am lonely?
- Who will come over to be with me if I need company?
- Who will listen?
- Who will encourage me to get out of the house and do something fun?
- Who will remind me to follow my self-care plan?
- Other:

3. Next, make a list of positive things to say to yourself when you are giving yourself a hard time.

Examples of negative self-talk:

- “I got a B- on the paper; that proves that I shouldn’t be in school.”
CHANGE to: “That is a good grade. I will work on getting a better one.”
- “I do not understand research methods, I am so dumb.” CHANGE to: “A lot of students are having a problem with this course. Maybe we should start a study group to help each other.”
- “I can’t get all this work done. I should just drop out.” CHANGE to: “I will develop a schedule so that I can get this all done.”
- “I can check with other students for ideas.” “I can get some feedback from the professors that might help me do the assignments.”

You get it. Try to think about what you would say to a client with the same struggles and apply it to yourself.

4. Next, make a list of who and what to avoid when you are having a hard time.

Examples of people to avoid:

- My boy(girl)friend broke up with me. I will not call my sister as she always hated him. She'll be happy he's gone.
- I didn't get my assignment in on time and I'm worried about my grade. I will not call my dad. He is a stickler for doing things in advance so that they are never late. He'll just give me a hard time.
- I am discouraged about my grades. I won't call my best friend because she'll just tell me not to worry about it and to quit school if it's such a hassle.

You get this too. Not everyone can be supportive or helpful with every situation. Go to the ones who can be supportive about the specific issue you are dealing with.

Examples of things to avoid:

- I should not stay in the house all day.
- I should not stay in bed all day.
- I should open the shades and let the light in.
- I should not listen to sad music.
- I should not drink too much alcohol.
- Other:

Again, you get it.

5. Write this plan on a 3x5" card. Keep it in your purse/wallet (and on your phone if you can). Look at it often. Add any good ideas to it whenever you can. USE IT!

(Prepared by Elaine S. Rinfrette, PhD, LCSW-R)

LET GO OF STRESS...

Identify your stressors and concrete methods to handle them effectively.

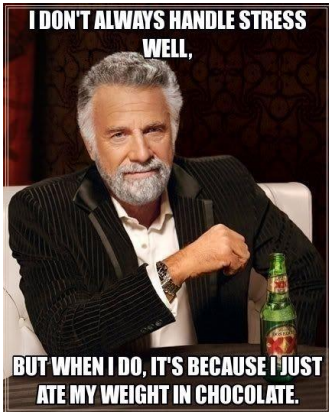


What is **stress**? _____

Brain and body getting prepared for "Fight or Flight".

Is stress **GOOD** or **BAD**?

Kelly McGonigal, PhD, Health Psychologist: TEDTalk "How to Make Stress Your Friend"



How do you respond to stress? Positive or negative:

What **stresses** you out? ** list:

3 Major Areas of Stress:



WAYS TO HANDLE YOUR STRESS:

Reduce, Relieve, Relax

Try something new
Figure out what works for you
Practice...

RELAX

Meditate
Yoga
Aromatherapy



RELIEVE

Exercise
Hugs
Brain breaks

I stress about stress before
there's even stress to stress about.
Then I stress about stressing
over stress that doesn't need
to be stressed about.

It's stressful.



REDUCE

Be Prepared
Sleep!
Have Fun

Sources:

<http://www.youramazingbrain.org/brainchanges/stressbrain.htm>

https://youtu.be/RcGyVTAoXEU?list=PLH-H-EjE15x00nyigrZa-e5bWe_4t4ZdT

<http://www.apa.org/helpcenter/stress.aspx>

Apps:

Noisli



Bubble Game

Stress Baal

Asana Rebel

Yoga for Beginners

Zen Sand

Calm: meditation to relax, focus and sleep

Mandala Coloring Book