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!
Raven Coit     coit.english@gmail.com
Activities Director at Fortuna High School in Fortuna, Humboldt County, CA
Laura Beers-Dannerth  lbeers-dannerth@gusd.net
Self-Care Assessment


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**

___
___
___

**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 self-care 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.

<table>
<thead>
<tr>
<th>MIND</th>
<th>BODY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current practice:</strong></td>
<td><strong>Current practice:</strong></td>
</tr>
<tr>
<td><strong>New practice:</strong></td>
<td><strong>New practice:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMOTIONS</th>
<th>SPIRIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current practice:</strong></td>
<td><strong>Current practice:</strong></td>
</tr>
<tr>
<td><strong>New practice:</strong></td>
<td><strong>New practice:</strong></td>
</tr>
</tbody>
</table>
My Maintenance Self-Care Worksheet

<table>
<thead>
<tr>
<th>SCHOOL/WORK</th>
<th>RELATIONSHIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current practice:</td>
<td>Current practice:</td>
</tr>
<tr>
<td>New practice:</td>
<td>New practice:</td>
</tr>
<tr>
<td>Other:</td>
<td>Other:</td>
</tr>
<tr>
<td>Current practice:</td>
<td>Current practice:</td>
</tr>
<tr>
<td>New practice:</td>
<td>New practice:</td>
</tr>
</tbody>
</table>
### My Maintenance Self-Care Worksheet

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

REDUCE

Be Prepared
Sleep!
Have Fun

Sources:
http://www.youramazingbrain.org/brainchanges/stressbrain.htm
https://youtu.be/RcGyVTAoXEU?list=PLH-H-EjE15x00nyigrZa-e5bWe_4I4ZdT

Apps:
Noisli
Bubble Game
Stress Baal
Asana Rebel
Yoga for Beginners
Zen Sand
Calm: meditation to relax, focus and sleep
Mandala Coloring Book