

# Staff Self-Care Plan

---

Whether I've personally been affected by trauma or not, there are times when I feel stressed. As a human being the traumas of others can affect me, too. I need to know myself and my reactions well enough to devise my own plan for maintaining good mental health under stress.

## 1. Things I do regularly to take care of myself.

√	Physical self-care	√	Psychological self-care
	Do physical activities that are fun for me		Be curious
	Eat regular, healthy meals (e.g., breakfast and lunch)		Do something at which I am a beginner
	Exercise		Engage my intelligence in a new area: museum, art, performance, sport event, other culture
	Get enough sleep		Let others know different aspects of me
	Get massages or other body work		Make time for self-reflection
	Get medical care when needed		Meditate
	Get regular medical care for prevention		Notice my inner experience: dreams, thoughts, imagery, feelings
	Practice martial arts		Practice receiving from others
	Stretch		Read literature unrelated to work
	Take a break from demanding technology		See a psychotherapist or counselor for myself
	Take day trips, or mini-vacations		Spend time outdoors
	Take time off when I'm sick		Say no to extra responsibilities sometimes
	Take time to be sexual		Take steps to decrease stress in my life
	Take vacations		Write in a journal
	Wear clothes I like		Other:
	Other:		Other:

√	Workplace/Professional Self Care	
	Arrange my workspace so it is comfortable and comforting	Negotiate for my needs (benefits, quiet, raises, time off)
	Ask for help when I need it	Set limits with clients and colleagues
	Balance my workload so no one day is too much	Take a real break every few hours
	Get regular supervision or consultation	Take time to chat with coworkers
	Have a peer support group	Take time to eat lunch
	Identify projects or tasks that are exciting, growth-promoting, and rewarding	Use paid time off
	Make quiet time to complete tasks	Other:

√	Emotional Self-Care	√	Spiritual Self Care
	Allow myself to cry		Cherish optimism and hope
	Express my outrage in constructive ways		Be open to mystery, to not knowing
	Feel proud of myself		Express gratitude
	Find things that make me laugh		Be open to inspiration
	Maintain contact with supportive people		Appreciate life's non-material aspects
	Nurture others		Have awe-filled experiences
	Play with children		Celebrate with rituals meaningful to me
	Pursue comforting activities, objects, people, relationships, places		Identify that which is meaningful to me and notice its place in my life
	Reread favorite books, re-view favorite movies		Read inspirational literature
	Spend time with others whose company I enjoy		Memorialize loved ones who have died
	Stay in contact with important people in my life		Make time for prayer, meditation, reflection
	Stop and breathe deeply as needed		Sing
	Support causes I believe in		Spend time in nature
	Talk to myself kindly		Listen to inspiring music
	Other:		Participate in a spiritual gathering or group
	Other:		Other:

Adapted from: Volk, Katherine T., et al. (2008) *What About You?: A Workbook for Those Who Work with Others*. The National Center on Family Homelessness.

2. Situations or experiences that I tend to find stressful or overwhelming.

---



---



---



---

3. Signs that I am becoming stressed or overwhelmed (e.g., raised voice, upset face, impatience, exhaustion, loss of social life, strong reactions to minor issues).

---



---



---

4. My appearance and behavior when I start to lose control (e.g., red face, excessive politeness, swearing, not able to listen, blaming, walking away).

---



---



---

5. My actions when I lose it (e.g., yell, cry, shut down, get aggressive).

---



---



---

6. Things I find helpful when I feel upset, stressed-out or overwhelmed (things that I do for myself and ways that other people can help me).

√	Activity	√	Activity
	Deep breathing		Reading
	Drawing/painting		Taking a nap
	Exercising		Taking a shower
	Having someone give me suggestions		Walking
	Having someone sit and listen		Watching TV
	Having time and space to calm down		Writing in a journal
	Listening to music		Yoga or stretching
	Looking at pictures		Other:
	Other:		Other:

7. Responses from others that are **not helpful** when I'm feeling upset, stressed-out or overwhelmed.

√	Not helpful	√	Not helpful
	Suggestions or advice		Raising their voices
	Touching me		Talking to me
	Telling me what to do		Telling me it will be fine
	Other:		Other:
	Other:		Other:

8. People I can go to for support when I need it.

---



---



---



---



---