

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

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

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

Adapted from Volk, K. T., Grandin, M., & Clervil, R. (2008). *What about you? A workbook for those who work with others*. Toronto, Ontario: 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
<input type="radio"/>	Deep breathing	<input type="radio"/>	Reading
<input type="radio"/>	Drawing or painting	<input type="radio"/>	Taking a nap
<input type="radio"/>	Exercising	<input type="radio"/>	Taking a shower
<input type="radio"/>	Having someone give me suggestions	<input type="radio"/>	Walking
<input type="radio"/>	Having someone sit and listen	<input type="radio"/>	Watching TV
<input type="radio"/>	Having time and space to calm down	<input type="radio"/>	Writing in a journal
<input type="radio"/>	Listening to music	<input type="radio"/>	Yoga or stretching
<input type="radio"/>	Looking at pictures	<input type="radio"/>	Other:
<input type="radio"/>	Other:	<input type="radio"/>	Other:

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

√	Not Helpful	√	Not Helpful
<input type="radio"/>	Suggestions or advice	<input type="radio"/>	Raising their voices
<input type="radio"/>	Touching me	<input type="radio"/>	Talking to me
<input type="radio"/>	Telling me what to do	<input type="radio"/>	Telling me it will be fine
<input type="radio"/>	Other:	<input type="radio"/>	Other:
<input type="radio"/>	Other:	<input type="radio"/>	Other:

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