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# SELF-CARE TOOLBOX

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FOR THE TEAM OF UNC HORIZONS

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2<sup>nd</sup> edition 4/15/20

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## INTRODUCTION

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Professional self-care is an essential skill for everyone in the helping profession. This book provides some of the important elements of self-care for those of us who provide care directly or indirectly to the women and children of UNC Horizons.

This toolbox does not address every aspect that is needed to develop the skill of professional self-care: however, it aims to help you with the journey. We hope you will find many ideas and resources in these pages to help you maintain and enhance your well-being in all the important domains of your life, now and in the future.

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### WHAT IS SELF-CARE AND WHY IS IT IMPORTANT?

First, let's start with what self-care is not. Self-care is **not** decadence—it's not going to spas or spending exorbitant amounts of money on tropical vacations or fancy restaurants.

Unfortunately, many companies try to capitalize on the phrase self-care and it becomes these images of self-indulgence.

In reality, self-care refers to activities and practices that people engage in on a regular basis to reduce stress and maintain and enhance short- and long-term health and well-being. Self-care is necessary for people to be effective and successful in honoring their professional and personal commitments. Self-care includes being able to identify and address the general challenges that caregiving professionals face, such as the potential for stress and burnout, or work-related or individual interpersonal difficulties.

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### SELF-CARE, TRAUMA AND COMPASSION FATIGUE

Self-care includes being aware of one's own personal vulnerabilities such as:

- Retraumatization
  - Can occur if you have a trauma history
  - Triggered by a situation or environment and causes loss of security
- Vicarious or Secondary Traumatization
  - Can occur when listening to individuals share their own traumatic experiences
  - May cause lasting feelings of grief or anxiety
- Compassion Fatigue
  - Can develop from a combination of burnout and vicarious traumatization.
  - Signs include feeling overwhelmed by listening to others sharing experiences of suffering or trauma.

For more information on retraumatization and secondary/vicarious traumatization, please ask your supervisor for references.

## COMMON AIMS OF SELF CARE

Self-care affects your overall well-being by maintaining and enhancing all the domains of your life. Although everyone differs in the domains we emphasize and the balance we seek in life, there are common aims to almost all self-care efforts:

- Taking care of physical and psychological health
- Managing and reducing stress
- Honoring emotional and spiritual needs
- Fostering relationships
- Maintaining an equilibrium between personal, school, and work life



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## DEVELOPING A PERSONALIZED SELF-CARE PLAN

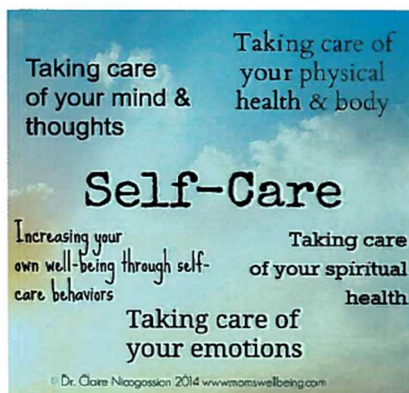
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There is no universal self-care plan. Each of us has to develop our own plan given that we each bring our own unique life history, stressors, and challenges, as well as goals and aspirations. These factors influence the kinds of challenges we confront day-to-day, as well as how we respond to them and manage them. Each of us also tends to have our own strategies to manage stress. In some cases, we developed these coping strategies consciously and intentionally and sometimes these strategies may be less than optimal for our long-term health and well-being.

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## COMMON OBJECTIVES

Despite the uniqueness of our individual self-care needs, there are objectives common to any plans. The materials contained on the sections below will help you jump-start your personalized self-care plan.



## TO WHAT EXTENT ARE YOUR COPING MECHANISMS CAUSING STRESS?

The way you manage stress can have a big impact on your health and well-being. Below are behaviors that affect stress levels. Check the boxes that apply to you. Assessing how well you take care of yourself can help you manage your stress in the future. To score, give yourself 1 point for every **Yes** and then look at the count of **Yes** items in each column. What is working well? What needs to change?

When you are under stress, do you:	Yes	No	When you are under stress, do you:	Yes	No
Smoke/use tobacco	<input type="checkbox"/>	<input type="checkbox"/>	Engage in physical activity at least three times a week for 30 minutes each day	<input type="checkbox"/>	<input type="checkbox"/>
Drink a lot of coffee or caffeinated drinks (more than 2-3 cups per day)	<input type="checkbox"/>	<input type="checkbox"/>	Get six to eight hours of sleep every night	<input type="checkbox"/>	<input type="checkbox"/>
Drink alcohol (more than recommended levels of 1-2 per day)	<input type="checkbox"/>	<input type="checkbox"/>	Maintain a sense of humor	<input type="checkbox"/>	<input type="checkbox"/>
Use over-the-counter, prescription medications or illicit drugs to sleep, numb out or de-stress	<input type="checkbox"/>	<input type="checkbox"/>	Make time to relax	<input type="checkbox"/>	<input type="checkbox"/>
Overeat or under eat	<input type="checkbox"/>	<input type="checkbox"/>	Maintain good eating habits	<input type="checkbox"/>	<input type="checkbox"/>
Spend too much money (e.g., do you have a lot of credit card debt and have trouble making payments?)	<input type="checkbox"/>	<input type="checkbox"/>	Play	<input type="checkbox"/>	<input type="checkbox"/>
Watch too much television (more than 3-4 hours per day)	<input type="checkbox"/>	<input type="checkbox"/>	Maintain healthy rituals and routines	<input type="checkbox"/>	<input type="checkbox"/>
Have angry outbursts	<input type="checkbox"/>	<input type="checkbox"/>	Be optimistic. Engage in positive thinking	<input type="checkbox"/>	<input type="checkbox"/>
Withdraw from people	<input type="checkbox"/>	<input type="checkbox"/>	Spend time with family Spend time with friends	<input type="checkbox"/>	<input type="checkbox"/>
Ignore or deny stress symptoms	<input type="checkbox"/>	<input type="checkbox"/>	Make plans for the future	<input type="checkbox"/>	<input type="checkbox"/>
Engage in self-destructive Relationships	<input type="checkbox"/>	<input type="checkbox"/>	Reward yourself for your Accomplishments	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>These are negative self-care behaviors</i></b>			<b><i>These are positive self-care behaviors</i></b>		

(Source: Unknown)

## SELF-CARE ASSESSMENT

This tool provides suggestions for self-care. You may need 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 complete the tool, look for patterns in your responses. Which activities are you strong in? Which activities do you want to strengthen?

**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 adequately (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 healthy

\_\_\_ Exercise

\_\_\_ Get regular medical care for prevention

\_\_\_ Get medical care when needed

\_\_\_ Take time off when sick

\_\_\_ Get massages

\_\_\_ Dance, swim, walk, run, play sports, sing, or do some other fun activity

\_\_\_ Take time to be sexual- with myself, with a partner

\_\_\_ 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, attitude, feelings
- \_\_\_ Have my own personal psychotherapy
- \_\_\_ Write in a journal
- \_\_\_ Read literature that is unrelated to work
- \_\_\_ Do something at which I am not 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, theater
- \_\_\_ 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 favorite books, re-view favorite movies
- \_\_\_ Identify comforting activities, objects, people, places and seek them out
- \_\_\_ Allow myself to cry
- \_\_\_ Find things that make me laugh
- \_\_\_ Express my outrage in social action, letters, donations, marches, protests
- \_\_\_ Other:

## Psychological 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 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 dates with my partner or spouse
- \_\_\_ Schedule regular activities with my children
- \_\_\_ Make time to see 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; send holiday cards
- \_\_\_ Allow others to do things for me
- \_\_\_ Enlarge my social circle
- \_\_\_ Ask for help when I need it
- \_\_\_ Other: Workplace or Professional Self-Care
- \_\_\_ Take a break during the workday (e.g. lunch)
- \_\_\_ Take time to chat with co-workers
- \_\_\_ Make quiet time to complete tasks
- \_\_\_ Identify projects or tasks that are exciting and rewarding
- \_\_\_ Set limits with clients and colleagues
- \_\_\_ Balance my caseload so that no one day or part of the day is “too much”
- \_\_\_ Arrange work space so it is comfortable and comforting
- \_\_\_ Get regular supervision or consultation
- \_\_\_ Negotiate for my needs (benefits, pay raise)
- \_\_\_ Have a peer support group
- \_\_\_ (If relevant) Develop a non-trauma area of professional interest

## 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

Adapted from Saakvitne, Pearlman, & Staff of TSI/CAAP (1996). Transforming the pain: A workbook on vicarious traumatization. Norton.

## WAYS TO AVOID COMPASSION FATIGUE

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I can:

1. Have a manageable patient load, know and set boundaries and limits.
2. Use as many “others” as possible in my work with patients, work as a team.
3. Take a “Mental Health Day” when needed.
4. Laugh, joke, have time to unwind.
5. Have a holistic approach to taking of care myself – mind, body, feelings, spirituality. Let go, do not allow stress or take on others’ stress, reduce anxiety, recognize choices.
6. Have an understanding supervisor.
7. Have supervision with supervisor and peers.
8. Get and give feedback with supervisor and peers.
9. Read materials and go to workshops and training seminars related to compassion fatigue.
10. Be assertive with feelings and concerns.
11. Let people know my limits.
12. Process, talk things out. Talk to a healthcare professional if needed.
13. Have a safe work environment.
14. Stay organized.

(Adapted by Lisa D. Butler, PhD from materials provided by the Social Work Department of Rosewell Park Cancer Institute. <http://rosewellpark.org>)

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## PROFESSIONAL QUALITY OF LIFE SCALE (PROQOL)

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A Compassion Satisfaction and Fatigue (ProQOL) was created to help caregivers determine the extent of their burnout, secondary traumatic stress and compassion fatigue. If you take the test, please be sure to score it and talk with your supervisor about the results so that they may help you seek help for any issues you may be facing. See link:

[https://www.proqol.org/ProQol\\_Test.html](https://www.proqol.org/ProQol_Test.html)

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## TEN WAYS TO UNTWIST YOUR THINKING\*

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1. **Counter the Distortion:** Write down your negative thoughts so you can see which of the cognitive distortions you're involved in. This will make it easier to think about the problem in a more positive and realistic way.
2. **Examine the Evidence:** Instead of assuming that your negative thought is true, examine the actual evidence for it. For example, if you feel that you never do anything right, you could list several things you have done successfully.
3. **The Double-Standard Method:** Instead of putting yourself down in a harsh condemning way, talk to yourself in the same compassionate way you would talk to a friend with a similar problem.
4. **The Experimental Technique:** Do an experiment to test the validity of your negative thoughts. For example, if, during an episode of panic, you become terrified that you're about to die of a heart attack, you could jog or run up and down several flights of stairs. This will provide that your heart is healthy and strong.
5. **Things in Shades of Gray:** Although this method might sound drab, the effects can be illuminating. Instead of thinking about your problems in all-or-nothing extremes, evaluate things on a range from 1 to 100. When things don't work out as well as you hoped, think about the experience as a partial success rather than a complete failure. See what you can learn from the situation.
6. **The Survey Method:** Ask people questions to find out if your thoughts and attitude are realistic. For example, if you believe that public speak anxiety is abnormal and shameful, ask several friends if they ever felt nervous before they give a talk.
7. **Define Terms:** When you label yourself "inferior" or "a fool" or "a loser", ask, "What is the definition of 'a fool'?" You will feel better when you see that there is no such things as "a fool" or "a loser".
8. **The Semantic Method:** Simply substitute language that is less colorful and emotionally loaded. This method is helpful for "should statements". Instead of telling yourself "I shouldn't have made that mistake", you can say, "It would be better if I hadn't made that mistake".
9. **Re-attribution:** Instead of automatically assuming that you are "bad" and blaming yourself entirely for a problem, think about the many factors that may have contributed to it. Focus on solving the problem instead of using up all you energy blaming yourself and feeling guilty.
10. **Cost- Benefit Analysis:** List the advantages and disadvantages of feeling ( like getting angry when your plane is late), a negative thought( like "no matter how hard I try, I always screw up") or a behavior pattern (like overeating and lying around in bed when you're depressed). You can also use the Cos-Benefit Analysis to modify a self-defeating belief such as "I must always try to be perfect."

\*Copyright 1989 by David Burns, M.D. from *The Feeling Good Handbook*

## PERSONALIZED SELF-CARE PLAN WORKSHEET

Using the answers from the Self-Care Assessment, list those activities within each dimension of self-- care on this worksheet. Identify new strategies that you will begin to incorporate as part of your ongoing maintenance self-care plan.

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.

<b>MIND</b>	<b>BODY</b>
What am I doing well?	What am I doing well?
What do I want to keep doing?	What do I want to keep doing?
What do I want to stop doing?	What do I want to stop doing?
What do I want to start doing?	What do I want to start doing?
<b>EMOTIONS</b>	<b>SPIRIT</b>
What am I doing well?	What am I doing well?
What do I want to keep doing?	What do I want to keep doing?
What do I want to stop doing?	What do I want to stop doing?
What do I want to start doing?	What do I want to start doing?

# ACTION AND MAINTENANCE SELF-CARE PLAN WORKSHEET

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

Adapted from materials from Shirley Reiser, LCSW, Lisa D. Butler, PhD and Sandra A. Lopez, LCSW, ACSW

## CREATING AN EMERGENCY SELF-CARE PLAN

We create and practice emergency preparation plans for many issues that we may encounter in our work, you deserve to make time for your own emergency plan, so it is there when you need it most.

Your plan will be most helpful to you if you include three areas: what to do, what to think, and what to avoid

### 1. Make a list of what you can do to help you relax or calm down when you are upset that will be good for you.

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**Examples include:**

- Deep breathing
- Music relaxation
- Music
- Reading for fun
- Exercise
- Taking a walk

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

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*List all the things you like to do so you remember what they something to do.*

**Examples include:**

- Laugh
- Exercise
- Music
- Talk to a friend
- Take a bubble bath
- Walk outside

**3. What can I do and think that will help through the day?**

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**Examples include:**

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

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

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**5. What can I do and think that will help through the day?**

- 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 do something positive?
- Who will remind me to follow my self-care plan?
- Other:

**Examples include:**

- Friends
- Sponsor
- Sibling
- Parent or Relative
- Therapist
- Spiritual Leader

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

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**Examples**

- Negative self-talk: "I will never get everything done; that proves that I am not good enough."  
**CHANGE to:** "I complete 5 tasks on my "to do" list today. I will work on being more realistic about what I can accomplish each day."
- Negative self-talk: "I can't get all this work done. I should just quit."  
**CHANGE to:** "I will develop a schedule so that I can get this all done." "I can check with my supervisor and colleagues for ideas." "I can get some feedback from others that might help me to complete a realistic set of tasks."
- Think about what you would say to a woman at Horizons with similar struggles and apply it to yourself.

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

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**Examples of who to avoid:**

- I am discouraged about my late notes. I won't call my best friend because she'll just tell me not to worry about it and quit work.

**Examples of what to avoid:**

- Staying at work too late.

*Not everyone can be supportive of helpful with every situation. Go to the ones who can be supportive about the specific issue you are dealing with.*

8. Write this plan on a piece of paper and keep it in your purse/wallet and on your phone if you can. Look at it often. Add good ideas to it.



## BUILDING YOUR SOCIAL LIFE BOAT

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A social lifeboat is like a social support network. Both of these are different from a support group in which people facing common issues share their concerns on a regular basis (and which may be peer or professionally led or free-form), though both can be very important in times of stress. There are huge benefits in having a network of supportive relationships. Research has repeatedly shown that those with positive support networks have better health, live longer lives, and report higher well-being.



Friends and loved ones can make you more resilient in times of stress, setback, or loss and they can also make the good times immeasurably better. In addition to buffering stress, some friends can even help you identify when you are stressed or distressed -in some cases they may notice it before you do.

Other practical benefits to having supportive relationships may include knowing people who can provide you with information, advice, guidance, and assistance. This feature of social support can be comforting and enhance your feelings of security.

Supportive relationships can also bolster you emotionally when you're feeling down or overwhelmed. Friends and loved ones will listen to your fears, hopes, and dreams, and make you feel seen and understood. They can help you think through alternatives and solve problems, and they can distract from your worries when that is what's really needed. In doing all this they provide encouragement and lower your stress and feelings of loneliness.

The following is a worksheet you can use to look at your how well you are sustaining your current relationships and ways to think about improving your social life boat.

## BUILDING YOUR SOCIAL LIFE BOAT ACTIVITY

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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 adequately (e.g., occasionally)
1 = I barely or rarely do this
0 = I never do this
? = This never occurred to me

Show your appreciation. Cherish your relationships. Tell your friends and family how important they are to you and thank them for all they give you.

3                       2                       1                       0                       ?

Stay in touch. Return phone calls, texts, and emails in a timely manner (when possible) and reciprocate invitations. Doing these things is not only polite but it lets people know they are important to you.

3                       2                       1                       0                       ?

Be available when you're needed. Be a good listener and allow your friend to confide freely and without being judged. Let them know you are in their corner. Ask what you can do to help.

3                       2                       1                       0                       ?

Accept their help. Some people find it hard to accept support, preferring to be the one always offering it instead.

3                       2                       1                       0                       ?

Support successes. When you genuinely care about someone you will be excited when they succeed. If you find yourself feeling a little jealous too, you can acknowledge that to yourself, but don't let it poison your friendship.

3                       2                       1                       0                       ?

Keep the lines of communication open. Open, honest communication is the lifeblood of healthy, happy relationships.

3                       2                       1                       0                       ?

***Whatever the case, accept apologies graciously (as you would hope others would accept yours).***

3                       2                       1                       0                       ?

***Respect needs and limits. Each person has their own setting for how much social interaction they need and want.***

3                       2                       1                       0                       ?

***What are three ways that I want to improve my social life boat?***

## WAYS TO CARE FOR YOU

Once you have identified the domains of self-care that you would like to put more emphasis on, you can start taking steps to bring your vision into reality.

The activities and exercises listed below are examples of ways you can maintain your physical health, decrease your stress, increase your relaxation and managing some challenging situations.



## HEALTHY EATING

Healthy eating is the foundation for your physical health and is related to your emotional health too.

<b>NAME:</b>	My Plate
<b>PURPOSE:</b>	Educational
<b>LINK:</b>	<a href="https://www.choosemyplate.gov">https://www.choosemyplate.gov</a>
<b>DESCRIPTION:</b>	Nutritional instruction as well as resources to implement and add healthy changes to meals.

<b>NAME:</b>	HelpGuide
<b>PURPOSE:</b>	Educational
<b>LINK:</b>	<a href="https://www.helpguide.org">https://www.helpguide.org</a>
<b>DESCRIPTION:</b>	Resources for mental health support and wellness

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## PYSCHICAL FITNESS

Getting regular physical exercise and taking steps to protect you from contracting colds and flu bugs are fundamental aspects of self-care. Walking 30 minutes a day has been shown to have important health benefits.

<b>NAME:</b>	North Carolina TrailLink
<b>PURPOSE:</b>	Interactive
<b>LINK:</b>	<a href="https://www.trailink.com/state/nc-trails/">https://www.trailink.com/state/nc-trails/</a>
<b>DESCRIPTION:</b>	Interactive map to connect you to walking and hiking trails in the area

<b>NAME:</b>	American Heart Association Recommendations for Physical Activity in Adults and Kids
<b>PURPOSE:</b>	Guidelines
<b>LINK:</b>	<a href="https://www.heart.org/en/healthy-living/fitness/fitness-basics/aha-recs-for-physical-activity-in-adults">https://www.heart.org/en/healthy-living/fitness/fitness-basics/aha-recs-for-physical-activity-in-adults</a>
<b>DESCRIPTION:</b>	Recommendations for how much physical activity we need to be healthy

<b>NAME:</b>	Centers for Disease Control and Prevention: Physical Activity
<b>PURPOSE:</b>	Guidelines
<b>LINK:</b>	<a href="https://www.cdc.gov/physicalactivity/index.html">https://www.cdc.gov/physicalactivity/index.html</a>
<b>DESCRIPTION:</b>	Recommendations and tips for staying healthy and incorporating physical activity into daily routine

## REDUCING STRESS

There are many ways to begin reducing your stress and some of them only take a few moments.

<b>NAME:</b>	6 Ways to Weave Self-Care into Your Workday
<b>PURPOSE:</b>	Informative
<b>LINK:</b>	<a href="https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday">https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday</a>
<b>DESCRIPTION:</b>	Tips on ways to manage stress at work and reduce burnout

<b>NAME:</b>	Self-Care Exercises and Activities
<b>PURPOSE:</b>	Resources; Printable PDFs
<b>LINK:</b>	<a href="http://socialwork.buffalo.edu/resources/self-care-starter-kit/self-care-assessments-exercises/exercises-and-activities.html">http://socialwork.buffalo.edu/resources/self-care-starter-kit/self-care-assessments-exercises/exercises-and-activities.html</a>
<b>DESCRIPTION:</b>	Provides information and resources for managing stress and incorporating self-care into all aspects of life.

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## TIME MANAGEMENT

One of the most common complaints associated with feelings of stress is, "There's no time!" Use the tips provided below to help you prioritize your time, schedule your time, set goals, and end procrastination.

<b>NAME:</b>	Psychology Today: Time Management
<b>PURPOSE:</b>	Informative; How-To
<b>LINK:</b>	<a href="https://www.psychologytoday.com/us/basics/time-management">https://www.psychologytoday.com/us/basics/time-management</a>
<b>DESCRIPTION:</b>	Provides information and resources for how to streamline your time and balance your work life.

<b>NAME:</b>	A Brief Guide to Time Management
<b>PURPOSE:</b>	Informative;
<b>LINK:</b>	<a href="https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/">https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/</a>
<b>DESCRIPTION:</b>	Provides a guide for time management strategies

## TIME MANAGEMENT VISUAL

Below is a visual guide on how to manage time and mitigate stress. Review this when you are feeling overwhelmed and need to reassess your workload feasibility:



(Source: [Corporatefinanceinstitute.com](http://Corporatefinanceinstitute.com))

## RELAXATION

Learning how to relax is vital for self-care. There are numerous well-developed techniques you can use.

<b>NAME:</b>	Breathing GIF
<b>PURPOSE:</b>	Immediate Support
<b>LINK:</b>	<a href="https://www.calm.com/breathe">https://www.calm.com/breathe</a>
<b>DESCRIPTION:</b>	Visual breathing exercise helpful for anxiety or panic attacks

<b>NAME:</b>	Energy Management for Care Providers
<b>PURPOSE:</b>	Activity; PDF
<b>LINK:</b>	<a href="http://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/exercises/energy-management-for-care-providers.pdf">http://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/exercises/energy-management-for-care-providers.pdf</a>
<b>DESCRIPTION:</b>	Developed by Karl LaRowe , MA, LCSW this pdf provides a grounding exercise to help reduce stress

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## MINDFULNESS

We teach our women these skills and they can be helpful to us too!

<b>NAME:</b>	The Guided Meditation Site
<b>PURPOSE:</b>	Blog Site; Resources
<b>LINK:</b>	<a href="https://www.the-guided-meditation-site.com">https://www.the-guided-meditation-site.com</a>
<b>DESCRIPTION:</b>	Provided resources related to mindfulness including guided meditations

<b>NAME:</b>	Mindfulness Exercises
<b>PURPOSE:</b>	Information; Activity
<b>LINK:</b>	<a href="http://www.livingwell.org.au/mindfulness-exercises-3/">http://www.livingwell.org.au/mindfulness-exercises-3/</a>
<b>DESCRIPTION:</b>	Website with mindfulness exercises to reduce feelings of anxiety



## AVOIDING COMPASSION FATIGUE

Compassion fatigue is a combination of burnout and secondary or vicarious trauma. Many of the women we work with come from traumatic histories and these stories can sometimes trigger us. If we do not take the time to process from the stories we can experience this type of fatigue.

<b>NAME:</b>	Compassion Fatigue and Self-Care
<b>PURPOSE:</b>	Informative
<b>LINK:</b>	<a href="https://integration.samhsa.gov/pbhci-learning-community/Compassion_Fatigue_Office_Hours.pdf">https://integration.samhsa.gov/pbhci-learning-community/Compassion_Fatigue_Office_Hours.pdf</a>
<b>DESCRIPTION:</b>	Provides resources for the workplace in reducing compassion fatigue

## VISUAL ON BURNOUT, COMPASSION FATIGUE AND VICARIOUS TRUAMATISATION

Burnout	Compassion Fatigue	Vicarious Traumatization
<b>Signs:</b> <ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Anger</li> <li>• Frustration</li> <li>• Negative reactions towards others</li> <li>• Cynicism</li> <li>• Negativity</li> <li>• Withdrawal</li> </ul>	<b>Signs:</b> <ul style="list-style-type: none"> <li>• Sadness &amp; Grief</li> <li>• Avoidance or dread of working with some patients</li> <li>• Reduced ability to feel empathy towards patients or families</li> <li>• Somatic complaints</li> <li>• Addiction</li> <li>• Nightmares</li> <li>• Frequent use of sick days</li> <li>• Increased psychological arousal</li> <li>• Changes in beliefs, expectations assumptions</li> <li>• Detachment</li> <li>• Decreased intimacy</li> </ul>	<b>Signs:</b> <ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Sadness</li> <li>• Confusion</li> <li>• Apathy</li> <li>• Intrusive imagery</li> <li>• Loss of control, trust &amp; independence</li> <li>• Somatic complaints</li> <li>• Relational disturbances</li> </ul>
<b>Symptoms</b> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Psychological</li> <li>• Cognitive</li> <li>• Relational Disturbances</li> </ul>	<b>Symptoms (mirror PTSD)</b> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Headaches</li> <li>• Digestive problems</li> <li>• Muscle tension</li> <li>• Fatigue</li> <li>• Psychological distress</li> <li>• Cognitive shifts</li> <li>• Relational Disturbances</li> <li>• Poor concentration, focus &amp; judgement</li> </ul>	<b>Symptoms (mirror PTSD)</b> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Psychological distress</li> <li>• Cognitive shifts</li> <li>• Relational Disturbances</li> </ul>
<b>Triggers</b> <ul style="list-style-type: none"> <li>• Personal characteristics</li> <li>• Work-related attributes</li> <li>• Work organisational characteristics</li> </ul>	<b>Triggers</b> <ul style="list-style-type: none"> <li>• Personal characteristics</li> <li>• Previous exposure to trauma</li> <li>• Empathy &amp; emotional energy</li> <li>• Prolonged exposure to trauma material of clients</li> <li>• Response to stressor</li> <li>• Work environment</li> <li>• Work-related attitudes</li> </ul>	<b>Triggers</b> <ul style="list-style-type: none"> <li>• Personal characteristics</li> <li>• Previous exposure to trauma</li> <li>• Type of therapy</li> <li>• Organisational context</li> <li>• Resources</li> <li>• Re-enactment</li> </ul>

(Source: <http://transitionalsupport.com.au/transitional-phase/compassion-fatigue-trauma/>)

## ADDITIONAL LINKS AND RESOURCES

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- <https://www.apa.org/practice/resources/>
- <http://socialwork.buffalo.edu/resources/self-care-starter-kit/self-care-assessments-exercises/exercises-and-activities.html>
- <https://www.pixelthoughts.co>
- <https://apps.apple.com/us/app/self-help-for-anxiety-management/id666767947>
- <https://www.stopbreathethink.com>
- [https://acquia-prod.oswego.edu/counseling-services/sites/acquia-prod.oswego.edu.counseling-services/files/ten\\_ways\\_to\\_untwist\\_your\\_thinking.pdf](https://acquia-prod.oswego.edu/counseling-services/sites/acquia-prod.oswego.edu.counseling-services/files/ten_ways_to_untwist_your_thinking.pdf)
- [https://play.google.com/store/apps/details?id=com.jacksontempura.apps.whatsup&hl=en\\_US](https://play.google.com/store/apps/details?id=com.jacksontempura.apps.whatsup&hl=en_US)

### **Employee Assistance Program (EAP):**

From financial pressures to workplace stress and family issues, life can be challenging. If you need help, the UNC-Chapel Hill Employee Assistance Program (EAP) is available.

The EAP is a confidential counseling and resource program that is designed to help University employees and their families deal with both personal and work-related concerns. See link: <https://hr.unc.edu/benefits/work-life/eap/>

### **ComPsych EAP Service (24 hours a day)**

Phone: 877-314-5841

Online resources at [www.guidanceresources.com](http://www.guidanceresources.com)

- At the home page, click “I am a first-time user”
- At the top of the next page, enter the Organization Web ID TARHEELS and complete the remainder of the boxes with your desired username and password and other requested information
- On subsequent visits, use the username and password you established on your first visit to access resources

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