**Self-Care Assessment Worksheet**

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the full assessment, choose one item from each area that you will actively work to improve.

Using the scale below, rate the following areas in terms of frequency:

- 5 = Frequently
- 4 = Occasionally
- 3 = Rarely
- 2 = Never
- 1 = It 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 needed
___ Get massages
___ Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
___ Take time to be sexual—with yourself, with a partner
___ Get enough sleep
___ Wear clothes you like
___ Take vacations
___ Take day trips or mini-vacations
___ Make time away from telephones
___ Other:

**Psychological Self-Care**

___ Make time for self-reflection
___ Have your own personal psychotherapy
___ Write in a journal
___ Read literature that is unrelated to work
___ Do something at which you are not expert or in charge
___ Decrease stress in your life

Let others know different aspects of you
Notice your inner experience—listen to your thoughts, judgments, beliefs, attitudes, and feelings
Engage your intelligence in a new area, e.g. go to an art museum, history exhibit, sports event, auction, theater performance
Practice receiving from others
Be curious
Say “no” to extra responsibilities sometimes
Other:

**Emotional Self-Care**

Spend time with others whose company you enjoy
Stay in contact with important people in your life
Give yourself affirmations, praise yourself
Love yourself
Re-read favorite books, re-view favorite movies
Identify comforting activities, objects, people, relationships, places and seek them out
Allow yourself to cry
Find things that make you laugh
Express your outrage in social action, letters and donations, marches, protests
Play with children
Other:

**Spiritual Self-Care**

Make time for reflection
Spend time with nature
Find a spiritual connection or community
Be open to inspiration
Cherish your optimism and hope
Be aware of nonmaterial aspects of life
Try at times not to be in charge or the expert
Be open to not knowing

___ Identify what in meaningful to you and notice its place in your life
___ Meditate
___ Pray
___ Sing
___ Spend time with children
___ Have experiences of awe
___ Contribute to causes in which you believe
___ Read inspirational literature (talks, music, etc.)
___ 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 your clients and colleagues
___ Balance your caseload so that no one day or part of a day is “too much”
___ Arrange your work space so it is comfortable and comforting
___ Get regular supervision or consultation
___ Negotiate for your needs (benefits, pay raise)
___ Have a peer support group
___ Develop a non-trauma area of professional interest
___ Other:

Balance

___ Strive for balance within your work-life and workday
___ Strive for balance among work, family, relationships, play and rest

Neglecting self-care can have negative effects on body, mind, and spirit, leaving us depleted and out of balance. For this reason, it is important to have self-care strategies that address each of these parts of ourselves. Organizations also need to support self-care for staff and volunteers. On the chart below, list as many self-care strategies as you can. (An example is given in each area to get you started). After you have listed strategies, place a check-mark (√) to any that you do regularly, and put a star (★) next to any you might like to consider adding to add to your life.

<table>
<thead>
<tr>
<th>PHYSICAL</th>
<th>MENTAL (INCLUDES EMOTIONAL)</th>
<th>SPIRITUAL</th>
<th>ORGANIZATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerobic exercise</td>
<td>Sharing upset feelings with a friend</td>
<td>Meditation</td>
<td>Regularly scheduled peer supervision group</td>
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</tbody>
</table>

Exercise developed by Catherine D. Nugent, for *Replenish the Well: An Experience in Self-Care,* workshop presented at *Peer Services: A Life in the Community for Everyone,* Fifth Annual Conference of the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment’s Recovery Community Services Program, Washington, DC, July 13, 2004.