Name:

I matter.
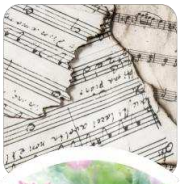
together.





us.













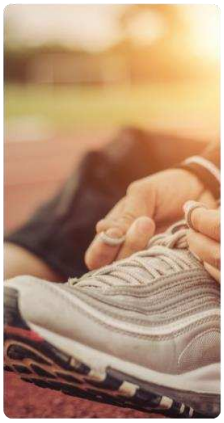






you matter.

we.





# Holistic Self-Care Plan

**Daily Self-Care What are you doing to support your overall well-being on a day-to-day basis? Do you engage in self-care practices now? Are you more active in some areas of self-care than others? You can use the table below to help you determine which areas may need more support.**

| Area of Self Care | Current Practices | Practices to Try |
|---|---|---|
| **Physical** (e.g. eat regular and healthy meals, good sleep habits, regular exercise, medical check-ups, etc.) | | |
| **Emotional** (e.g. engage in positive activities, acknowledge my own accomplishments, express emotions in a healthy way, etc.) | | |
| **Spiritual** (e.g. read inspirational literature, self reflection, spend time in nature, meditate, explore spiritual connections, etc.) | | |
| **Professional** (e.g. pursue meaningful work, maintain work-life balance, positive relationships with co-workers, time management skills, etc.) | | |
| **Social** (e.g. healthy relationships, make time for family/friends, schedule dates with partner/spouse, ask for support from family and friends, etc.) | | |
| **Financial** (e.g. understand how finances impact your quality of life, create a budget or financial plan, pay off debt, etc.) | | |
| **Psychological** (e.g. take time for yourself, disconnect from electronic devices, journal, pursue new interests, learn new skills, access psychotherapy, life coaching, or counselling support through your EFAP if needed, etc.) | | |

**Emergency Self Care Plan:**
When you are faced with a crisis, you likely won't have time to create a coping strategy. Take time to develop a plan in advance so it's there when you need it. Try completing the following table to help identify your unique self-care needs during times of distress.

| Emergency Self Care tools | Helpful (what to do) | Harmful (what to avoid) |
|---|---|---|
| **Relaxation/Staying Calm**<br>Which activities help you to relax (e.g. deep breathing, taking a walk)? Which activities make you more agitated or frustrated (e.g. yelling, swearing, or drinking)? | | |
| **Self-Talk**<br>Helpful self-talk may include, "I am safe/I can do this." Harmful self-talk may include, "I can't handle this/I knew this would happen/I deserve this." | | |
| **Social Support**<br>Which family members and friends can you reach out to for help or support? Which people should you avoid during times of stress? Be honest about who helps and who zaps your energy. | | |
| **Mood**<br>Which activities support a positive mood (e.g. listening to uplifting music, enjoying the sunshine)? What should you avoid when times get tough (e.g. staying in bed all day, avoiding social activities)? | | |
| **Resilience**<br>What, or who, helps you to get through difficult times? What helps you bounce back? Conversely, what or who feeds negativity for you? | | |

**NOTES:**

**Pull it all together and create a daily plan/goal:**

| Daily Self Care Plan: | | | | | |
|---|---|---|---|---|---|
| Body | Mind | Spirit | Emotions | Relationships | Work |
| | | | | | |

| Top Three Positive Coping Strategies: |
|---|
| |

| My Emergency Self-Care Plan: | |
|---|---|
| Helpful (to do) | Harmful (to avoid) |
| | |
| (List your top five emergency self-care practices) | (List five practices, people, places, or things to avoid during times of crisis or stress. This will serve as a helpful reminder to keep you on track) |

**NOTES:**

**While self care is absouletly essential, it is difficult when you work in an agency that is toxic. Are you able to navigate organizational trauma?**

| Symptoms of Organizational Trauma | Current Practices | Practices to try |
|---|---|---|
| **Gossiping and Rumor Making** (gossiping and rumor making create a toxic and unsafe environment) | | |
| **Toxic Loyalty** (When org trauma sets in, the organization will become isolated and everyone inside will develop a form a "loyalty" that is resistant to conflicting opinions and becomes unable to self assess) | | |
| **Mobbing** (a form of work place bullying where one person is ganged up on by groups of staff or volunteers) | | |
| **Boundaries** (in order to be healthy, there has to be balance between work and home. Are you allowed to be home without working creeping in?) | | |
| **Meaningful commitment to self care** (does you agency have a true commitment to your self care to point where it is a true priority?) | | |
| **Isolation** (is your agency isolated from partner agencies or do you act with transparency and colloboration?) | | |
| **Emotional default setting** (what five words most describe your work environment?) | | |
| **Commitment to healthy culture** (does your agency work to "tend" the culture in order to keep it healthy?) | | |

| **My Self-Care Partner (s):** | | | | |
|---|---|---|---|---|
| Sometimes it is easier to permanently incorporate behaviors that support holistic self-care when you have a partner(s) in practice. | | | | |
| **Partners names:** | | | | |

| **Log of Partnership** | |
|---|---|
| **Date** | **What we discussed** |
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| **Supervision meetings** | |
|---|---|
| Because professional wellness is an ethical responsibility, your regular meetings with your boss should always include your wellness on the agenda. It helps to keep a running log of these discussions. | |
| **Log of supported self-care at work** | |
| **Date** | **What we discussed** |
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**Self-Regulation Exploration Tool:**
There are things that can inspire your parasympathetic system to calm you down. In order for you to learn how to self-regulate, sometimes it requires some experimenting in order to find what works for you. These are all suggested experiements. Here are some ways that work for many people:

**Stimulate your Vagus Nerve for immediate self regulation:**
The vagus nerve is the longest nerve in your body. It connects your brain to many important organs throughout the body, including the gut (intestines, stomach), heart and lungs. The vagus nerve is also a key part of your parasympathetic "rest and digest" nervous system. "Vagal tone" is an internal biological process that represents the activity of the vagus nerve. Increasing your vagal tone activates the parasympathetic nervous system, and having higher vagal tone means that your body can relax faster after stress.

**Here are some ways to self-regulate on the spot:**

**Cold Exposure:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Put your face in a bowl of ice water | |
| Take a cold shower | |
| Put your whole body in cold water (ice bath, river*, cold ocean*...) | |

*Floating adds an additional benefit in the quest towards self-regulation

**Deep and Slow Breathing:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Try "Box breathing" | |
| Try "Alternate nostril breathing" | |
| Try "Lions Breathing" | |
| Try "Diaphram Breathing" | |

**Singing, Humming, Chanting, Gargling:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Try singing a song | |
| Try Humming | |
| Try Chanting | |
| Try Gargling | |

**Bilateral Stimulation:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Listen to "Bilateral Music" | |
| "Butterfly Hug" | |
| "Resource tapping" or "tapping in" | |

**Things to be done to maintain strong Vagal Tone:**
**Probiotics (consumed regularly):**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Try eating Kim Chi | |
| Greek Yogurt | |
| Miso Soup | |
| Pickles | |
| Tempeh | |

**Meditation (done regularly):**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| "Body Scan" Meditation | |
| "Loving-Kindness Meditation" | |
| "Mantra Meditation" | |

**Omega-3 Fatty Acids (consumed regularly):**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Salmon or Mackerel | |
| Flaxseed | |
| Walnuts | |
| Chia Seeds | |

**Exercise (trauma senstitive):**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Yoga | |
| Swimming | |
| Weight Lifting | |
| Running | |

**Massage:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| "Hot Stone" Massage | |
| "Swedish" Massage | |
| "Ayurvedica" Massage | |
| "Head" Massage | |

**Persepective shifting is a useful way to balance out your worldview:**

**Socializing and Laughing:**
Note: it is useful to cultivate a social life that is not related to trauma. In this section, I invite you to create interests outside of service work. Connect with artists, merchants, spiritual practitioners, healers.... so forth.

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Watching Comedy | |
| Hanging out with friends | |
| Hanging out with family | |

**Gratitude:**

| **Experiment by doing this:** | **How did it feel?** |
|---|---|
| Write a gratitude list twice **every week** (100 things on each list) | |
| Write a letter of gratitude to someone and read it to them | |
| Text gratitudes daily to people | |

**NOTES:**



