

# Self-Care Checklist

## Professional self-care

- I have been in regular consultations with other team members/managers as a check in to help make the day easier to tackle.
- I have a like-minded group of people who have a similar role to me that I can debrief with.
- I take regular breaks/lunch breaks away from my desk.
- I eat a nourishing lunch and drink plenty of water throughout the day.
- I maintain a work-life balance, using annual leave spread out throughout the year.
- I attend professional development programs to encourage innovation and improve industry knowledge.
- I schedule my workdays and I am realistic with what can be achieved.
- I celebrate wins with other team members.
- I have created a work self-care plan and encourage other team members to do the same.

## Emotional self-care

- I create professional boundaries that I am comfortable with.
- I have learned to say 'no' to things that I am not comfortable with.
- I choose to experience my emotions without judgement, guilt or embarrassment.
- I turn to other team members when I am feeling overwhelmed.
- I practise self-compassion.
- I talk to trusted friends/family about how I am coping with work and life demands.

## Physical self-care

- I have developed a regular sleep routine and get between 6-8 hours of sleep each night.
- I aim for a healthy, balanced diet and know what foods work best for my body and health.
- I do regular exercise, for example, gym classes, bike rides, yoga and/or walks.
- I am not afraid to use sick leave when needed.

## Psychological self-care

- I partake in extracurricular activities or hobbies.
- I ensure I take time for relaxation and will consider a digital detox.
- I have regular contact and spend time with positive friends and family.
- I make time for self-reflection and celebrate wins with others.
- Before I start the work day, I write down three things I want to accomplish that day.
- I ensure I voice any work concerns or stresses to my team/ supervisors/ managers/ trusted peers.

## Relationship self-care

- I arrive at work and leave on time every day.
- I am aware of and respect other team members' boundaries and needs.
- I prioritise attending special events with family and friends.
- I ensure that I have diversification of relationships e.g. friends that are not associated with work.
- I surround myself with and build relationships with people who have a positive impact on me.
- I set personal goals for self-improvement.



# Self-Care Plan

The tool listed below will be an activity for individuals or team members to support staff to build a personal resilience strategy.

One way to encourage workplace wellness is to support all team members to create an individual self-care plan. A good place to start is by assessing which self-care methods they already partake in and then making a plan to improve the self-care routine.

My current self-care actions include:

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For each of the categories listed earlier, select one strategy or activity in which you already partake in to maintain self-care. Identify a few others that you would like to incorporate into your life.

We suggest that you keep your self-care plan visible or even share your plan with others. It is important to check in at the end of each month and evaluate your plan, adding new strategies or activities and removing ones that did not work for you.

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What might get in the way? What personal habits would I need to avoid?

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How would I feel if I implemented this plan?

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