***Self-Care Assessment Worksheet***

This assessment tool provides an overview of effective strategies to maintain self-care. Due to busy schedules, it is easy for anyone to neglect certain areas of our life. After compiling 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=Most all the time
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 when needed.

\_\_\_\_\_ Take time off when needed.

\_\_\_\_\_ Get massage.

\_\_\_\_\_ Swim, walk, run, play sports, sing, or do some other physical activity that is fun.

\_\_\_\_\_ Take time for sexual relationship.

\_\_\_\_\_ Get enough sleep.

\_\_\_\_\_ Take vacations.

\_\_\_\_\_ Take day trips or mini vacations.

\_\_\_\_\_ Make time away from cell phones.

\_\_\_\_\_ Freedom from all addictions.

\_\_\_\_\_ Spend quality time with your family.

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Psychological Self-Care**

\_\_\_\_\_ Make time for self-reflection.

\_\_\_\_\_ Have your own personal psychotherapy.

\_\_\_\_\_ Write in a journal.

\_\_\_\_\_ Read literature that is unrelated to your work.

\_\_\_\_\_ Do something at which you are not an expert or in charge.

\_\_\_\_\_ Decrease stress in your life.

\_\_\_\_\_ Let others know different aspects of you.

\_\_\_\_\_ Notice your inner experience—listen to your thoughts, 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.

\_\_\_\_\_ Listen to music.

\_\_\_\_\_ Practice receiving from others.

\_\_\_\_\_ Be curious.

\_\_\_\_\_ Say “no” to extra responsibilities.

\_\_\_\_\_ Spend quality time with your family. Discover ways to improve your relationships.

\_\_\_\_\_ 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.

\_\_\_\_\_ Enjoy a hobby or activity that is stress-free.

\_\_\_\_\_ Wear clothes you like.

\_\_\_\_\_ Allow yourself to cry.

\_\_\_\_\_ Find things that make you laugh.

\_\_\_\_\_ Self-control by expressing your outrage in safe ways or settings, venting frustrations outside,
 with friends, or through written letters to people who have the power to change things.

\_\_\_\_\_ Laugh or play with children, donate your time to a non-profit organization.

\_\_\_\_\_ Promote joy over anxiety, joy over depression.

\_\_\_\_\_ Mentor someone.

\_\_\_\_\_ Spend quality time with your family. Allow them to be an active part of your life.

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spiritual Self-Care**

\_\_\_\_\_ Make time for prayer and reflection.

\_\_\_\_\_ Physically read or audibly listen to the Bible regularly.

\_\_\_\_\_ Listen to music throughout the day, openly sing and dance without reservation.

\_\_\_\_\_ Read motivational spiritual books other than for sermon preparation.

\_\_\_\_\_ Try at times to not be in charge, be open to receive, listen and look for something new.

\_\_\_\_\_ Be optimistic, hopeful, and reach beyond what you comprehend or feel.

\_\_\_\_\_ Ask God to reveal something new in your life.

\_\_\_\_\_ Recall past spiritual highs, meditate how they were special and meaningful to you, and seek
 new spiritual highs.

\_\_\_\_\_ Be aware of nonmaterial aspects in your life.

\_\_\_\_\_ Contribute financially or donate your time with causes you believe in.

\_\_\_\_\_ Priority of God 1st, family 2nd, occupation 3rd.

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workplace or Professional Self-Care**

\_\_\_\_\_ Take a break during your workday (e.g., lunch, run an errand).

\_\_\_\_\_ Take time to interact with others either at work or in the community.

\_\_\_\_\_ Prioritize your tasks prior to the start of each day.

\_\_\_\_\_ Schedule quiet time to complete tasks.

\_\_\_\_\_ Do not allow people or calls to interfere with completing important goals or tasks.

\_\_\_\_\_ Have a support network with someone you can confidentially share issues with.

\_\_\_\_\_ Negotiate for your needs (salary & benefits).

\_\_\_\_\_ Arrange your workspace so it is comfortable and comforting.

\_\_\_\_\_ Delegate responsibilities to others.

\_\_\_\_\_ Develop and create a positive work environment.

\_\_\_\_\_ Carve out dedicated study time for sermon preparation each week without interruption.

\_\_\_\_\_ Schedule specific days for counseling, staff meetings, or any other task (e.g., Mondays for
 staff meetings, Tuesdays for counseling, Wednesdays for prayer and sermon preparation, etc.)

\_\_\_\_\_ Review your personal and church goals regularly.

\_\_\_\_\_ Revise goals as needed to objectively reach your goals.

\_\_\_\_\_ Ask for advice, feedback, or suggestions from time to time.

\_\_\_\_\_ Limit your work hours to include personal and family time.

\_\_\_\_\_ Maintain a goal or plan for your future and family needs (e.g., retirement, occupational change,
 family expectations)

\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance**

\_\_\_\_\_ Strive for balance within your work-life and workday.

\_\_\_\_\_ Strive for balance among God, work, family, relationships, play, and rest.