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.