

SELF-CARE AND RELATIONSHIPS CHECKLIST

It may be helpful to take an inventory of how often we engage in specific relationship-building practices. Use the checklist below to assess what you already do to stay connected as well as to think about ideas for creating and sustaining relationships.

Using the scale below (1=never, 5=always), identify how frequently you currently do the following things to stay connected to others.

5 = Always 4 = Often 3 = Sometimes 2 = Rarely 1 = Never

Rituals

- Cook a meal with family/friends.
- Eat a meal with family/friends.
- Attend events that are important to your friends/family (e.g., concerts, team games, etc.).
- Take time to say good morning/good night/goodbye.
- Participate in spiritual/religious rituals in community.
- Celebrate life through rituals and routines with friends/family (special things you do every day).
- Celebrate birthdays/accomplishments and other ceremonies.

Reflection and Balance

- Prioritize relationships over work.
- Evaluate the quality of your current relationships.
- Let go of those connections that are unhealthy and serve as a barrier to self-care.
- Laugh with others, whether at work or at home.
- Be nurturing to others.
- Accept nurturing from others.
- Listen.
- Be open to new ideas from friends/family.
- Feel proud of yourself and your family/friends.

Activities

- Spend time relaxing with family/friends (e.g., play games, watch movies, other fun activities).
- Capture memories with photos.
- Read fun stories/ books with your family.
- Keep a family journal.
- Participate in volunteer activities with friends/family.
- Take a vacation with friends/family (day trip, mini vacation, and long weekends).

Communication

- Make time to check in with loved ones to let them know how much you love/care for them (e.g., phone calls, notes, emails, etc.).
- Give hugs, kisses, and/or other signs of affection.
- Discuss why relationships with family/friends matter.
- Seek family/couples therapy when needed.
- Ask for help from a friend/family member when needed.
- Communicate openly and effectively to those who are important to you.
- Express concerns constructively.
- Have a "phone date" with a friend/family member you haven't spoken with in awhile.

ORGANIZATIONAL SELF-CARE CHECKLIST

Evaluating Your Organizational Self-care Practices

After evaluating the stress level of your organization and identifying what you find helpful and not helpful in times of stress, you can begin to think about ways your organization can create a healthier work environment. Such an environment is one that supports individual self-care and creates a sense of team self-care—both of which are important to productivity, service provision, and staff well-being.

The following *Organizational Self-Care Checklist* is designed to provide organizations with new ideas and concrete examples of what it means to promote a culture of self-care. Building an organizational culture of self-care often requires an initial period of difficult reflection on what is currently happening in your organization. The goal is to build self-care practices into daily routines and rituals, so that they become very good habits. Use the *Organizational Self-Care Checklist* to assess what your organization is currently doing to support self-care and get ideas for how to build on these to further create and sustain a culture of self-care.

Instructions: Check off everything your organization currently does to support self-care.

Training and Education

- The organization provides education to all employees about stress and its impact on health and well-being.
 - The organization provides all employees with education on the signs of burnout, compassion fatigue and/or vicarious traumatization.
 - The organization provides all employees with stress management trainings.
 - The organization provides all employees with training related to their job tasks.
 - Staff are given opportunities to attend refresher trainings and trainings on new topics related to their role.
 - Staff coverage is in place to support training.
 - The organization provides education on the steps necessary to advance in whatever role you are in.
 - Other: _____
- Employee job descriptions and responsibilities are clearly defined.
 - All staff members have regular supervision.
 - Part of supervision is used to address job-stress and self-care strategies.
 - Part of supervision is used for on-going assessment of workload and time needed to complete tasks.
 - Staff members are encouraged to understand their own stress reactions and take appropriate steps to develop their own self-care plans.
 - Staff members are welcome to discuss concerns about the organization or their job with administrators without negative consequences (e.g., being treated differently, feeling like their job is in jeopardy or having it impact their role on the team).
 - Staff members are encouraged to take breaks, including lunch and vacation time.
 - The organization supports peer-to-peer activities such as support groups and mentoring.
 - Other: _____

Support and Supervision

- The organization offers an employee assistance program (EAP).

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Employee Control and Input

- The organization provides opportunities for staff to provide input into practices and policies.
- The organization reviews its policies on a regular basis to identify whether they are helpful or harmful to the health and wellbeing of its employees.
- The organization provides opportunities for staff members to identify their professional goals.
- Staff members have formal channels for addressing problems/grievances.
- Other: _____

Communication

- Staff members have regularly scheduled team meetings.
- Topics related to self-care and stress management are addressed in team meetings.
- Regular discussions of how people and departments are communicating and relaying information are addressed in team meetings.
- The organization provides opportunities for staff in different roles to share their “day in the life” (see Activity ## for an example).
- The organization has a way of evaluating staff satisfaction on a regular basis.
- Other: _____

Work Environment

- The work environment is well-lit.
- The work environment is physically well-maintained (e.g., clean, secure, etc.).
- Information about self-care is posted in places that are visible.
- Employee rights are posted in places that are visible.
- The organization provides opportunities for community building among employees.
- The organization has a no-tolerance policy concerning sexual harassment.
- The organization has a no-tolerance policy concerning bullying.
- Workplace issues, including grievance issues and interpersonal difficulties, are managed by those in the appropriate role and remain confidential.
- Other: _____

Discussion Questions

- 1) What was this process of filling out the checklist like for you?
- 2) Were you surprised by any of your responses? If so, which ones?
- 3) What ideas did you find on the checklist that you liked/did not like?
- 4) What are the things that you found realistic/not realistic to implement?
- 5) What are some of the barriers or challenges to implementing these practices?