



### **Happy, Healthy Nonprofit: Self-Care Plan Checklist**

The Self-Care Plan that you create for yourself should be customized to fit your own needs and personality. Use the time you spend going through the lists below to highlight actions that resonate with you to include in your Self-Care Plan. Assemble a mix of things you can do in the morning, throughout the day, and at night.

How to Use:

Think about each positive behavior. Rate for Frequency – how often you practice each self-care habit and for your motivation. Also rate for Motivation – how interested you are in doing them. We recommend going through the lists first rating for Frequency then take another pass rating for Motivation. Fill in “Other” if you think of related activities you already do or can do.

As you go through the lists, use a highlighting pen to mark the practices that you’ve rated with a + (really want to do this). Sometimes, it can be easier to start with things you are motivated to do rather than the “must do’s.” You’ve got to start somewhere!

#### **Rating for Frequency:**

- 3=I practice this self-care habit daily or almost daily
- 2=I practice this self-care habit occasionally
- 1=I practice this self-care habit once in a blue moon
- 0=I never do this

#### **Rating for Motivation:**

- ?=Never thought about doing this
- !=I really need to do this
- + =I really want to do this
- \*=I would never do this or it would be very difficult for me to make it a habit

## Sphere 1: Relationship To Self Checklist

How you relate to and take care of yourself makes up your first Sphere. Without prioritizing self-care, all other Spheres suffer or fall apart. Here are ways you can attend to your personal wellbeing across different areas of your whole self.

<p><b>Physical Health</b></p> <ul style="list-style-type: none"> <li>_Get regular medical care for prevention</li> <li>_Seek medical or dental care when needed</li> <li>_Don't go into work when sick</li> <li>_Get enough sleep</li> <li>_Be sexual</li> <li>_Eat healthily</li> <li>_Attend to personal hygiene</li> <li>_Wear clothing I like</li> <li>_Get massages</li> <li>_Exercise</li> <li>_Stretch</li> <li>_Dance</li> <li>_Take a hike or walk in nature</li> <li>_Go swimming or soak in a hot tub</li> <li>_Play a sport</li> <li>_Engage in a fun physical activity</li> <li>_Take three deep breaths anytime during the day</li> <li>_Get 15 minutes of sunshine</li> </ul> <p><b>Other:</b></p> <p><b>Down Time</b></p> <ul style="list-style-type: none"> <li>_Don't work on weekends</li> <li>_Schedule regular down time</li> <li>_Take a nap</li> <li>_Take real vacations</li> <li>_Take day trips or mini-vacations</li> <li>_Go for a drive without a destination in mind</li> <li>_Make time for self-reflection</li> <li>_Enjoy escape entertainment – movie, sports event, crafts fair</li> <li>_Make time to keep up with home chores: laundry, dusting, vacuuming or lawn work</li> </ul>	<p><b>Mind</b></p> <ul style="list-style-type: none"> <li>_Set personal improvement goals for myself</li> <li>_Read books or articles not related to work</li> <li>_Do something new or that I'm not an expert in</li> <li>_Take a class that engages my mind and is not work related such as a cooking or art class, etc.</li> <li>_Engage my mind in a new area such as going to a concert, museum, theatre</li> <li>_Listen to music</li> <li>_Sing out loud</li> <li>_Do crossword puzzles or play word games</li> <li>_Use a brain training or memory app</li> <li>_Be curious</li> </ul> <p><b>Other:</b></p> <p><b>Emotions</b></p> <ul style="list-style-type: none"> <li>_Set boundaries with toxic or negative people</li> <li>_Understand who and what pushes my buttons</li> <li>_Manage situations when people do push my buttons</li> <li>_Give myself affirmations</li> <li>_Love myself</li> <li>_Allow myself to cry</li> <li>_Laugh out loud</li> <li>_Channel my outrage through social action, letters, donations, etc.</li> <li>_Pay attention to my inner dialogue, self-talk, feelings, etc.</li> <li>_Keep a gratitude journal</li> </ul> <p><b>Other:</b></p> <p><b>Spiritual Self-Care</b></p>
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<p>_Engage in a regular hobby I enjoy like gardening, cooking, baking, crafting</p> <p>_Play a game like a card game or board game</p> <p>_Play with a child or a baby</p> <p><b>Other:</b></p> <p><b>Mindfulness</b></p> <p>_Eat slowly</p> <p>_Meditate</p> <p>_Try a meditation app</p> <p>_Yoga</p> <p>_Try a yoga app</p> <p>_Pay attention to my breathing</p> <p>_Spend time watching the clouds</p> <p>_Quietly and closely examine a flower</p> <p><b>Other:</b></p> <p><b>Creativity</b></p> <p>_Color with adult coloring books</p> <p>_Color with a child</p> <p>_Try meditative art like Zentangle</p> <p>_Doodle</p> <p>_Sketch or follow a YouTube video on sketching</p> <p>_Make music</p> <p>_Play with air dry clay or Play-doh</p> <p>_Weave a friendship bracelet</p> <p>_String beads</p> <p><b>Other:</b></p>	<p>_Make time for quiet reflection</p> <p>_Spend time in nature</p> <p>_Find a spiritual connection or community</p> <p>_Be open to inspiration</p> <p>_Be optimistic and hopeful</p> <p>_Be aware of non-material aspects of my life</p> <p>_Be open to not knowing</p> <p>_Identify what is meaningful to me and notice its place in my life</p> <p>_Learn more about my religion</p> <p>_Learn more about another religion</p> <p>_Pray</p> <p>_Read or listen to inspirational talks, music</p> <p><b>Other:</b></p>
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## Sphere 2: Relationship To Others Checklist

Your relationships with family, friends, and acquaintances offline and online make up your second Sphere. In life and at work, you cannot avoid interacting with others. Your behaviors, habits and wellbeing impact and influence others, and the reverse is true as well. Here are ways you can attend to your relationships.

<p><b>Relationship with Family</b></p> <ul style="list-style-type: none"> <li>_Schedule regular dates with my partner or spouse</li> <li>_Schedule regular activities with my children</li> <li>_Schedule regular family time</li> <li>_Call, check on, or see my relatives</li> <li>_Spend time with my pets</li> </ul> <p><b>Other:</b></p>	<p><b>Relationship with Friends</b></p> <ul style="list-style-type: none"> <li>_Stay in contact with friends near and far</li> <li>_Stay in contact with important people in my life</li> <li>_Write a letter, put it in an envelope and mail it</li> <li>_Schedule time to reply thoughtfully to personal emails</li> <li>_ Call at least one friend a week</li> <li>_Send cards to friends for any occasion or no occasion at all</li> <li>_Ask for help when I need it</li> <li>_Allow friends to do things for me</li> <li>_Enlarge my social circle</li> <li>_Share a fear, secret, or dream with someone I trust</li> <li>_Spend time with people who I enjoy</li> <li>_Invite a friend over for dinner_</li> <li>_Make a meal with a friend</li> <li>_Organize a get together with friends</li> <li>_Ask your friends for positive feedback about me</li> </ul> <p><b>Other:</b></p>
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## Sphere 3: Relationship To Environment Checklist

The environment around you makes up your third Sphere. Environment is a major force in your life, but you may not be aware of its tremendous affect on you every day. While you may not be able to significantly change your environment, you can make small changes, like those listed below, to create a cleaner, safer space for yourself to improve your health and wellbeing.

<p><b>Your Home and Office</b></p> <ul style="list-style-type: none"> <li>_Declutter your home</li> <li>_Declutter your desk</li> <li>_Clean something in your house you've avoided cleaning</li> <li>_Change your light bulbs to softer, energy efficient ones</li> <li>_Add plants to your home or office</li> <li>_Plant an indoor or outdoor garden</li> <li>_Use an ionic air cleaner</li> <li>_Use an aromatherapy diffuser (note coworker allergies)</li> </ul> <p><b>Other:</b></p>	<p><b>Outdoors</b></p> <ul style="list-style-type: none"> <li>_Walk outside at least once a day</li> <li>_Spend time at a lake, river, pool or other body of water</li> <li>_Find a hiking trail near you and explore</li> <li>_Take a different route to work</li> <li>_Ride a bike</li> <li>_Go to a park or a zoo</li> </ul> <p><b>Other:</b></p>
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**Sphere 4: Relationship To Work and Money Checklist**

Your fourth Sphere takes up a lot of your time and attention and can cause stress when you don't have good boundaries and emotions around work and money. Caring for your work relationships, and caring for yourself while at work can vastly enhance your wellbeing. Here are some ways to do just that.

<p><b>Workplace Self-Care</b></p> <ul style="list-style-type: none"> <li>_Take a lunch break away from desk during the workday</li> <li>_Take time to chat with co-workers</li> <li>_Make quiet time to complete tasks</li> <li>_Understand my energy levels and plan work day accordingly</li> <li>_Understand my concentration levels and plan work day accordingly</li> <li>_Get help from co-workers or boss when needed</li> <li>_Don't answer email all day</li> <li>_Identify projects and tasks that are exciting and rewarding</li> <li>_Have a system for effectively managing time and workload</li> <li>_Set limits with clients, colleagues, and co-workers</li> <li>_Balance my workload so I'm not overloaded every day</li> <li>_Arrange my workspace so it is comforting</li> <li>_Negotiate for my needs (benefits, pay raise, workload, comp time)</li> <li>_Take comp time when earned</li> <li>_Don't do work when I am on vacation</li> <li>_Take weekends off</li> <li>_Have a professional peer group from which to get support or inspiration</li> <li>_Invest in professional development to learn new work skills on a regular basis</li> </ul> <p><b>Other:</b></p>	<p><b>Life/Work Juggling</b></p> <ul style="list-style-type: none"> <li>_Strive to juggle work, family, and personal activities</li> <li>_Strive to juggle work and family time</li> <li>_Strive to juggle work and work life</li> </ul> <p><b>Other:</b></p> <p><b>Relationship with Money</b></p> <ul style="list-style-type: none"> <li>_See a financial advisor to map out a financial plan</li> <li>_Open up and use a savings account</li> <li>_Use software like Mint to get a dashboard view of my finances</li> <li>_Cut back on frivolous spending</li> <li>_Bring lunch to work</li> </ul> <p><b>Other:</b></p>
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## Sphere 5: Relationship To Tech Checklist

Navigating the new sphere of your relationship with your technology can be challenging because you may already have developed bad habits around your tech. Here are some ways to implement Tech Wellness.

<p><b>Getting Away From Tech</b></p> <ul style="list-style-type: none"><li>_Take technology mini-detoxes or breaks when needed</li><li>_Unplug from work email and social media on vacations</li><li>_Unplug from work email and social media on weekends</li><li>_Unplug from work email and social media in evenings</li><li>_Don't check work email or social media first thing in the morning</li><li>_Don't check work email or social media right before bed</li><li>_Don't charge devices in bedroom or next to body</li><li>_Take breaks from computer for stretching, moving around</li></ul> <p><b>Other:</b></p>	<p><b>Technology Self-Care</b></p> <ul style="list-style-type: none"><li>_Use a standing desk</li><li>_Regularly stop, stand and stretch away from the computer</li><li>_Get a glare shield for my computer screen</li><li>_Get an ergonomic keyboard</li><li>_Hold my mobile device or smartphone at eye level instead of looking down at it</li></ul> <p><b>Other:</b></p> <p><b>Mindful Tech Practices</b></p> <ul style="list-style-type: none"><li>_Unfriend negative people from your social media feeds</li><li>_Unsubscribe from email newsletters</li><li>_Move your inbox emails into a folder and go to Inbox Zero</li></ul> <p><b>Other:</b></p> <p><b>Using Mindful and Monitoring Tech</b></p> <ul style="list-style-type: none"><li>_Try a habit tracker like Today or Habit List</li><li>_Install RescueTime on my computer to track my productivity</li><li>_Use the Moment app to monitor how often I check my phone</li><li>_Use the Human app or FitBolt web browser plugin to remind me to get up and move around</li></ul> <p><b>Other:</b></p>
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