



# Self-Care Guide

Updated November 2020

## TABLE OF CONTENTS (CLICK TO JUMP TO A SECTION)

<b><u>I. What is Self-Care &amp; What are the Benefits?</u></b>	<b><u>3</u></b>
<b><u>II. Burnout, Compassion Fatigue &amp; Secondary Traumatic Stress</u></b>	<b><u>4</u></b>
<i><u>Tips for Decreasing the Effects of Trauma Exposure and Stress</u></i>	<b><u>5</u></b>
<b><u>III. Who Should Practice Self-Care?</u></b>	<b><u>5</u></b>
<i><u>Self-Care for Therapists</u></i>	<b><u>5</u></b>
<i><u>Self-Care for Teachers and School Staff</u></i>	<b><u>6</u></b>
<i><u>Self-Care for Students</u></i>	<b><u>6</u></b>
<i><u>Self-Care for Parents and Families</u></i>	<b><u>6</u></b>
<i><u>Self-Care for Minority Communities</u></i>	<b><u>7</u></b>

<b>IV. Facets of Self-Care.....</b>	<b>7</b>
<i>Physical.....</i>	<b>8</b>
<i>Spiritual.....</i>	<b>8</b>
<i>Psychological.....</i>	<b>9</b>
<b>V. Methods/Tools of Self-Care.....</b>	<b>9</b>
<i>Books.....</i>	<b>9</b>
<i>Interactive Tools.....</i>	<b>10</b>
<i>Magazines.....</i>	<b>10</b>
<i>Writing.....</i>	<b>11</b>
<i>Media.....</i>	<b>11</b>
<i>Videos.....</i>	<b>11</b>
<i>Music.....</i>	<b>11</b>
<i>Apps.....</i>	<b>12</b>
<b>VI. Developing a Self-Care Plan.....</b>	<b>13</b>
<b>APPENDIX A: PUTTING SELF-CARE INTO PRACTICE.....</b>	<b>14</b>
<i>I. Office Desk Stretches.....</i>	<b>14</b>
<i>II. List of Self-Care Activities.....</i>	<b>14</b>
<i>III. Brain Break Ideas.....</i>	<b>16</b>
<b>APPENDIX B: TIPS FOR GOOD SLEEP.....</b>	<b>17</b>
<b>APPENDIX C: SAMPLE SELF-CARE PLAN.....</b>	<b>20</b>
<b>REFERENCES.....</b>	<b>22</b>



# I. WHAT IS SELF-CARE & WHAT ARE THE BENEFITS?

**Self-care** refers to the activities and routines practiced to benefit one's psychological, physical, and spiritual well-being. Self-care activities should be practiced on a regular basis to promote mental well-being. Learning something new, focusing on breathing, physical exercise, and expressing creativity are all examples of self-care activities. Self-care can be as simple as waking up 10 minutes earlier than you normally would so that you have time to enjoy your morning coffee in peace. Self-care can also be as luxurious as treating yourself to a professional massage.

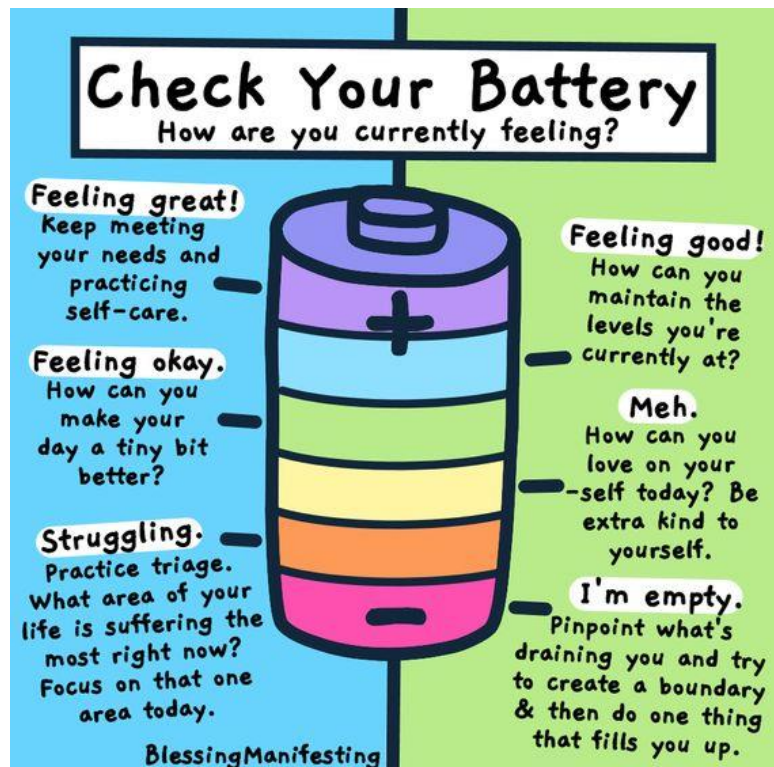
It is important to recognize the difference between self-care and self-indulgence. According to an article written by licensed psychologist, Christine Meinecke (2010), "Self-indulgence is characterized by avoidance of the effortful and substitution of quick and easy antidotes." In other words, self-indulgence typically involves using the term "self-care" as a way to justify behaviors that only temporarily relieve stress, such as alcohol consumption, turning to food for comfort, and binge-watching television. These behaviors may relieve stress quickly and temporarily but could have detrimental long-term effects on one's health. Unlike self-indulgence, self-care is focused on managing and preventing stress and exhaustion in ways that are beneficial to our overall well-being.

**Self-care is not selfish!** It is important to take care of yourself so that you have the mental resiliency and energy to take care of your community and the people in your life. The old saying "you can't pour from an empty cup" may sound cliché, but it is a useful analogy. Self-care fills up your cup so you can continue to pour into the activities and people you love.

[Bressi & Vaden \(2016\)](#) show that there are many benefits of a comprehensive self-care plan.

Self-care activities have been proven to:

- Reduce stress
- Increase productivity
- Improve health
- Help one achieve work-life balance
- Prevent burnout and compassion fatigue (learn more by clicking this article [\(Digwood, 2019\)](#) or this blog post [\(Calderon, 2020\)](#)).



## II. BURNOUT, COMPASSION FATIGUE & SECONDARY TRAUMATIC STRESS

Burnout is "a state of mental and/or physical exhaustion caused by excessive and prolonged stress," (Center for Mental Health in Schools at UCLA, 2015). Burnout occurs in three stages: Stress Arousal, Energy Conservation, and Exhaustion. The Stress Arousal stage includes both physiological and psychological responses, which could include irritability, bruxism (grinding teeth at night), headaches, and forgetfulness. The second stage of burnout, Energy Conservation, might include symptoms such as procrastination, excessive time off work, social withdrawal, and increased substance abuse. The final stage of burnout, Exhaustion, could involve sadness, suicidal ideations and chronic headaches or gastrointestinal problems. These stages typically occur sequentially, but intervention to stop the process can begin at any stage.

According to the National Child Traumatic Stress Network (2011), Secondary Traumatic Stress (STS) is the emotional burden that results when an individual hears about the firsthand trauma experiences of another. Symptoms of STS can be similar to those of post-traumatic stress disorder including hypervigilance, guilt, fear, and re-experiencing personal trauma. Research has shown that experiencing STS is oftentimes a predictive factor that a therapist or other helping professional will eventually leave their career and enter a different line of work (Fact Sheet).

The Compassion Fatigue Awareness Project (2017) refers to Compassion Fatigue as an STS disorder caused from focusing on others without practicing self-care. Symptoms of compassion fatigue include, but are not limited to:

- Apathy
- Isolation
- Compulsive behavior
- Mental and physical fatigue
- Difficulty concentrating

Secondary Traumatic Stress and Related Conditions: Sorting One from Another	
<b>Secondary Traumatic Stress</b> refers to the presence of PTSD symptoms caused by at least one indirect exposure to traumatic material. Several other terms capture elements of this definition but are not all interchangeable with it.	<b>Vicarious trauma</b> refers to changes in the inner experience of the therapist resulting from empathic engagement with a traumatized client. It is a theoretical term that focuses less on trauma symptoms and more on the covert cognitive changes that occur following cumulative exposure to another person's traumatic material.
<b>Compassion fatigue</b> , a less stigmatizing way to describe secondary traumatic stress, has been used interchangeably with the term.	
<b>Compassion satisfaction</b> refers to the positive feelings dervied from competent performance as a trauma professionals. It is characterized by positive relationships with colleagues, and the conviction that one's work makes a meaningful contribution to clients and society.	<b>Burnout</b> is characterized by emotional exhaustion, depersonalization, and a reduced feeling of personal accomplishment. While it is also work-related, burnout develops as a result of general occupational stress; the terms is not used to describe the effects of indirect trauma exposure specifically.

(National Child Traumatic Stress Network, 2011)

## *TIPS FOR DECREASING THE EFFECTS OF TRAUMA EXPOSURE AND STRESS*

- Be mindful of the physical environment around your workspace and or/agency and how it could invite more joy, fun and creativity.
- Create “go-to” box of comfort care items that help you engage in playfulness, relaxation or are re-energizing.
- Establish a coloring area for staff.
- Include creativity into staff meetings by beginning with a poem, song or story that relates to the organization’s mission or values. Invite staff to take turns being responsible for this activity.
- Support colleagues through notes of gratitude, affirmation or inspiring quotes. This could be done through using stickers, magazine collages or other expressive ideas.

For more details, check out STARR’s article, [“Self Care and Creativity in the Trauma-Informed Workplace”](#) (2015).

### III. WHO SHOULD PRACTICE SELF-CARE?

Ideally, self-care should be practiced by everyone. However, those who have a career as a caregiver or those who work in a field where employee burnout is common should view self-care as a high priority. A self-care plan can be used for both prevention and treatment of stress. Those who are already experiencing workplace stress should practice self-care, but those who may not yet be experiencing stress should practice it also.



#### *SELF-CARE FOR THERAPISTS*

According to an article from the American Psychological Association (2005), therapists, due to their line of work, are at a risk for psychological problems. Research shows that 50% of professionals who work with trauma patients report feeling distressed. Therapists face the challenge of managing multiple nonreciprocal relationships, meaning the therapist is listening to the problems and experiences of multiple clients and focusing solely on his or her clients during working hours.

## *SELF-CARE FOR TEACHERS AND SCHOOL STAFF*

Teachers experience a lot of job pressure that can put them at risk for job burnout. Standardized testing, lack of classroom resources, and managing unmotivated or disrespectful students can all be factors leading to distress in teachers (Bureau of Labor Statistics, 2015).

It is ideal for teachers to practice self-care throughout the school day. Time between class periods can be utilized for a quick mindful meditation before the next class of students arrives. This time can also be used for some light stretching. Practicing self-care with students can give both the teacher and students a designated time to practice self-care while reinforcing the importance of practicing self-care to students.

Check out this resource list, [“Self-Care Resources”](#) (Mindful Teachers, 2020) for tips on practicing self-care!

## *SELF-CARE FOR STUDENTS*

Students should start practicing self-care at any early age. Self-care can be especially beneficial to students who may be exposed to traumatic environments. Self-care is also beneficial for students exposed to high performing environments. In order to ensure students are learning about self-care, teachers can practice self-care with their students in various ways:

- Utilize kinesthetic brain breaks during class periods. This involves getting students out of their seats to participate in a 1-3 minute activity to think and move the body (See Appendix A for examples)
- Taking breaks to energize with a healthy snack during class, if allowed by the teacher
- Celebrate small moments—have a small “end of the semester” celebration
- Take a walk outside on a nice day

## *SELF-CARE FOR PARENTS AND FAMILIES*

Parents and families should also practice self-care. Parents today can be very overwhelmed attempting to keep up with all of the demands and stresses of family life. Parents often focus on the health of their child, rather than worrying about their own health. Some ways parents can practice self-care include:

- Planning regular date nights to spend time together
- Making sure you take time out of your day to eat, rather than skipping meals
- Taking a 30-minute walk outside before the kids wake up
- Keeping in touch, and making time for friends
- Taking time to read or do something you enjoy by yourself
- Enjoying family dinners without the distractions of electronics or television



## SELF-CARE FOR MINORITY COMMUNITIES

The Black, Indigenous, and People of Color (BIPOC) community faces unique stressors, like microaggressions and race-based trauma, that are not always addressed with traditional self-care techniques (Just Jasmine, 2020). The below resources serve as a guide, depending on what kind of support is needed:

- Just Jasmine's article "[Self-Care for People of Color after Psychological Trauma](#)" (2016) provides a unique perspective (and some background information) on self-care in the BIPOC community.
- For practical tips with less of a trauma-focused lens, check out Vice.com's article "[Self-Care Tips for Black People Who Are Struggling With This Very Painful Week](#)" (Miller, 2020).
- This [Therapy For Black Girls Podcast](#) (Therapy for Black Girls, n.d.) discusses all things mental health, personal development, and all the small decisions you can make to become the best possible version of yourself. Check out their episodes called *Journaling Exercise for Self-Reflection* (session 139), *The Gift of Boundaries* (session 86), *Mindfulness* (session 78), and *The Truth About Self Care* (session 77).
- BONUS: Check out the Liberate app in our Methods/Tools of Self-Care section!

## IV. FACETS OF SELF-CARE

Approaching self-care as a multi-faceted concept can be helpful in the process of creating a self-care plan and helping promote a balanced approach to managing stress. Practicing self-care in one of these categories may positively influence other aspects as well. For example, "Nearly two-thirds of adult yoga users reported that as a result of practicing yoga they were motivated to exercise more regularly, and 4 in 10 reported they were motivated to eat healthier," (National Center for Complementary and Integrative Health, 2016).



## PHYSICAL

According to Utah State University Counseling and Psychological Services, “Physical self-care involves activities that improve physical health, including diet and exercise, being active, consuming foods with high nutritional value, and getting plenty of sleep” (2010). Evidence shows that participating in regular physical activity can improve mental well-being (Taylor, Sallis, & Needle, 1985). In addition, research has shown that exercise can alleviate long-term depression (Weir, 2011).

Examples of physical self-care include:

- Be in nature. Take a walk around the building during the workday to give yourself a quick mood boost.
- Inhale, diffuse, or apply essential oils to your skin, such as lavender or rose to relax during times of stress.
- Stretch at your desk (Appendix A).
- Developing a regular sleep schedule.  
*According to the Centers for Disease Control and Prevention, sleeping less than 7 hours per night is linked to increased risk of poor mental health (2016). See Appendix B for tips on sleep.*
- Eat nutritious foods such as fruits, vegetables, and lean meats, and limiting refined carbohydrates and added sugar.
- Drink water! – The current Institute of Medicine recommendation is 13 cups for men and 9 cups for women per day (Institute of Medicine, 2005).
- Physically remove oneself from areas of crisis or trauma.
- Exercise or dance to get out extra energy and relax. This helps to release endorphins (chemical in your brain) that make a person feel good.
- Participate in expressive art therapy including poetry, writing, or coloring.

## SPIRITUAL

Spiritual self-care involves caring for your soul. Spiritual wellness involves seeking a purpose and meaning in human life. Practicing spiritual self-care can help you find peace between your inner feelings and emotions and the stressors of your life. Ways to practice spiritual self-care include:

- Meditation
- Yoga
- Prayer/Attending a church service
- Expressing gratitude

More healing practices available at [“Self-Care Tips”](#) by Alameda County Trauma Informed Care (2013).



## PSYCHOLOGICAL

Psychological self-care involves taking care of your emotions and mental well-being. Setting healthy boundaries, learning when to say no to extra commitments, and overcoming perfectionism all fall under the category of psychological self-care.

- See a therapist regularly or during times of high stress (Check with your employer to see if these visits are covered under your Employee Assistance Program).
- Participate in support groups.
- Keep a journal to clarify thoughts.  
*Evidence shows that writing about stressful events helps come to terms with them, reducing the impact they have on your life (Purcell, 2016).*
- Take a break from television, social media and the internet to avoid exposure to negative information.
- Seek out peer support. Talk with others who have shared experiences or develop/engage in compassionate friendships with others.
- Be an active member of your community.
- Empower yourself through learning and psychoeducation.
- Look at pictures of loved ones.
- Advocate for others. Find ways to make changes for the betterment of society.
- Express emotional healing practices of crying, laughing or storytelling.

## V. METHODS/TOOLS OF SELF-CARE

### BOOKS

- ***Self-Compassion*** by Kristin Neff, PhD (2015) “This book offers expert advice on how to limit self-criticism and offset its negative effects, enabling you to achieve your highest potential and a more fulfilled life” (Self Compassion, 2017).
- ***Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*** by Laura van Dernoot Lipsky (2007) “a navigational tool for remembering that we have options at every step of our lives. We choose our own path. We can make a difference without suffering; we can do meaningful work in a way that works for us and for those we serve. We can enjoy the world and set it straight. We can leave a legacy that embodies our deepest wisdom and greatest gifts instead of one that is burdened with our struggles and despair” (Inside the Book, 2017).

- ***The Gifts of Imperfection*** by Brene Brown (2010) “[Brown] talks about the journey to 'Whole heart' living via her 10 guide posts to help readers realize their real strength of character through the courage to accept their imperfection” (The Gifts of Imperfection, 2017).
- ***A Monk's Guide to a Clean House and Mind*** by Shoukei Matsumoto (2018) “In this one-of-a-kind guide to cleaning your home, Buddhist monk Shoukei Matsumoto reveals how to make your home—as well as your mind, body, and spirit—peaceful and serene. This book will allow you and your loved ones to create a home environment that will calm your thoughts and nourish your soul” (readitforward.com, 2019).
- ***The Daily Zen Journal*** by Charlie Ambler (2019) “[Ambler] wrote this wonderfully illustrated guide to help readers observe the world around them, open their minds, and grow into the best person they can be. This journal is perfect for anyone who needs to de-stress and disconnect from the world for a little while every day” (readitforward.com, 2019).
- ***Girl, Wash Your Face: Stop Believing the Lies About Who You Are So You Can Become Who You Were Meant to Be*** by Rachel Hollis (2018) “Rachel is real and talks about real issues. More than that, she reveals the specific practical strategies that helped her move past them... Because you really can live with passion and hustle – and give yourself grace without giving up.” (Girl, Wash Your Face, 2018).
- ***Gmorning, Gnight!: Little Pep Talks for Me and You*** by Lin-Manuel Miranda (2018) “Sometimes you don't need a mind-changing philosophy — you just need a fast pep talk. If that's the case, you need *Hamilton* creator Lin-Manuel Miranda in your corner. The book's origins are from Twitter: He started and ended each day with little bite-size affirmation... easy to read in short bursts.” (Good Housekeeping, 2019)

#### INTERACTIVE TOOLS

- **Life Journal:** This is an [online journaling platform](#) that provides a word processing tool for private journaling, journal prompts, and a way to keep journal entries organized by topic and date.
- **Foundry:** [Visit Foundry's website](#) for interactive tools to help with stress, relaxation techniques, healthy thinking and more.

#### MAGAZINES

- **Mindful:** This bi-monthly magazine offers personal advice on how to incorporate mindfulness for anyone from novice meditators to corporate leaders. See subscription options [on their website](#).
- **Spirituality & Health:** This magazine covers a range of topics including health and spirituality, meditation, wellness, nutrition, creativity, holistic medicine and more. Subscribe [at their website](#).

## WRITING

- **Journaling:** Mindful journaling can be a great way to record thoughts and emotions, reflect on patterns, and practice personal-self care. Check out [Jaclyn Desforges' 2016 article](#) for more details and tips on the mindbodygreen website.
- **Blogging:** Starting a blog can be a way to express thoughts on a more public platform and connect to others in the process. Popular beginner-friendly websites include WordPress and Blogger.

## MEDIA

### VIDEOS:

- **Yoga with Adriene:** This YouTube channel offers hundreds of FREE yoga practices, allowing users to filter by practice length, difficulty, or intention. [Watch on Youtube](#) or go to the [YWA](#) website for more videos, lifestyle advice, and other resources.
- **“Just Breathe” YouTube:** This YouTube video, [“2 minute mindfulness - simple, mindful breathing” \(2015\)](#) is 2 minutes of simple, mindful breathing.
- **Gaia:** With Gaia, you can stream [yoga videos online](#) to practice yoga anywhere! (free version available; memberships start at \$9/month)
- **“Beyond the Cliff”:** You can watch this Ted Talk by Laura van Dernoot Lipsky (2015) [here.](#)

### MUSIC:

- **Spotify:** Spotify has a playlist for almost any mood or occasion. Use its Browse feature to search for music based on mood, like this [Quiet Moment playlist](#) for relaxing and reflecting.
- **YouTube:** Browse videos for music to suit your needs. From healing meditative music to deep focus study music, thousands of free tunes are available, like [these results for “Calming Music.”](#)



## APPS:

- **Calm:** This is an application for a mobile device that helps the user practice mindful meditation and listen to “sleep stories” written by experts to help the user fall asleep. (free version available or more holistic version at about \$6/month)
- **Headspace:** This is an application for a mobile device that allows users to pick from a variety of meditation practices to fit their needs. (free version available or unemployed/healthcare workers can get Headspace Plus for free until Dec 2020!)
- **Sleep Cycle:** This is an application serves as an alarm clock that tracks users’ sleep cycles and wakes them up during light sleep. Waking up during light sleep is the natural waking point, allowing the user to feel more rested than waking up by an alarm during deep or REM sleep. (free or \$1.99/month for Premium version)
- **Down Dog:** This app invites users to engage with their yoga practice- from novice to expert. Enjoy customized options like picking your guide’s voice, length of practice, and even use offline. (FREE)
- **Fabulous:** This daily self-care application helps users be their best selves, build lasting habits, and create new, healthy routines. Winner of Google’s Material Design Award for Most Charming Engagment and nominated for Google Play’s Best App Award. (FREE with paid subscription options)
- **Mindshift CBT:** This app uses techniques pulled from Cognitive Behavioral Therapy to help users track moods and habits, practice journaling, and more. (FREE)
- **MyFitnessPal:** This easy-to-use app allows users to track food consumption, access recipes, and even scan food item labels for nutrition facts at your fingertips. (FREE)
- **Insight Timer:** This mobile application offers about 45,000 free meditation and music tracks to suit various intentions. The community feature also allows users to connect with live instructors and share favorite mediation playlists. (FREE)
- **Liberate:** This meditation app is designed with the Black, Indigenous, and People of Color (BIPOC) community in mind. Led by BIPOC teachers and addressing common cultural experiences, subscriptions start at \$5.99/month.



## VI. DEVELOPING A SELF-CARE PLAN

Self-care is dynamic and different for everyone. For someone who is developing their own, personalized self-care plan, it is important to take some time for self-reflection. Here are some steps to get started on developing a self-care plan.

1. Get to know yourself. Below is a list of questions, adapted from Safe Place's Staff Self-Care Plan Worksheet (Reiser and Butler, n.d.) that may be helpful to guide your self-reflection and to establish a starting point for the development of your self-care plan.
  - ✓ Name some situations that typically cause you to feel stressed or overwhelmed
  - ✓ How does your appearance or behavior change when you feel that you are losing control? (Ex. Red face, swearing, unable to listen, blaming others for problems, walking away from problems)
  - ✓ What are your actions when you feel that you have lost control? (Ex. Crying, yelling, shutting down, becoming aggressive)
  - ✓ What helps you when you feel upset, overwhelmed, or stressed? (Breathing deeply, talking to friends, napping, etc.)
2. Make a list of self-care activities that you enjoy doing and that are beneficial to your well-being. You can come up with your own from past experience, browse the web, or check out a list of self-care ideas in Appendix A of this report.
3. Create a hard copy of your self-care plan. The plan can be handwritten or electronic. The importance of this step is that your plan is accessible and easy to reference and modify. See Appendix C for a sample self-care plan.

It is important to utilize your self-care plan once you have created it. Here are some suggestions to help make self-care a habit:

- Schedule self-care time into your planner/agenda
- Write your self-care plan on an index card and carry it with you in your purse or wallet
- Store your self-care plan in the "notes" section of your smart phone
- Explore new ways to practice self-care to stay inspired



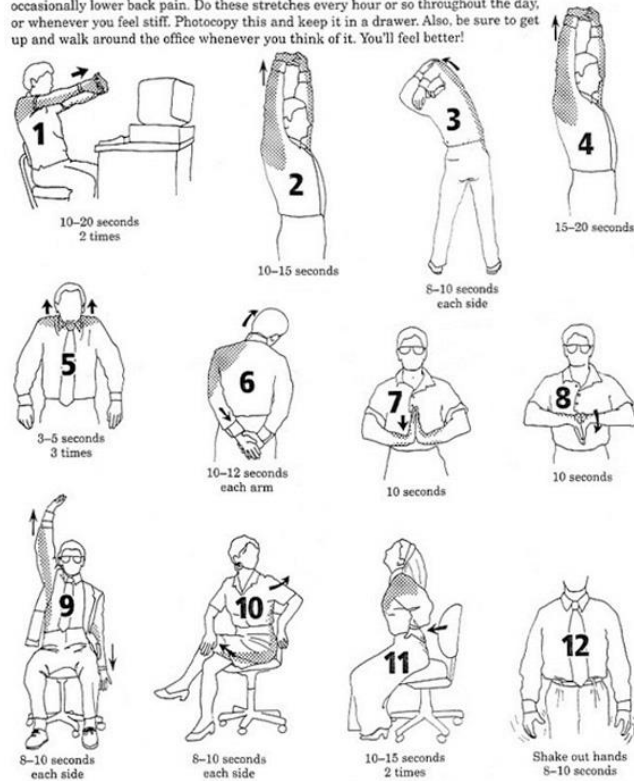
# APPENDIX A: PUTTING SELF-CARE INTO PRACTICE

## I. OFFICE DESK STRETCHES

### Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



Stretching © 2000 by Bob and Jean Anderson. Shelter Publications, Inc.

## II. LIST OF SELF-CARE ACTIVITIES (ADAPTED FROM SAFE PLACE WORKSHEET)

### Physical

- Do physical activities that are fun
- Eat regular healthy meals
- Exercise
- Get enough sleep
- Get a massage
- Get routine medical care for prevention
- Stretch
- Take a break from technology
- Wear clothes that you are comfortable in



## Psychological

- Do something you're a beginner at
- Make time for self-reflection
- Read literature that is not related to your work
- Say no to extra responsibilities sometimes
- Spend time outdoors
- See a psychotherapist or counselor



## Workplace/Professional

- Arrange your workspace so it is comfortable
- Ask for help when needed
- Balance your workload so that no one day is too much
- Start a peer support group
- Use paid time off
- Take a real break every few hours
- Don't eat at your desk



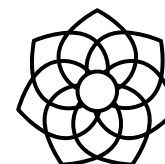
## Emotional

- Allow yourself to cry
- Feel proud of yourself
- Express outrage in constructive ways
- Interact with children
- Spend time with pets
- Reread favorite books
- Stay in contact with important people in your life



## Spiritual

- Be open to mystery and the unknown
- Attend a church or religious service
- Pray
- Sing
- Listen to inspiring music
- Spend time in nature
- Celebrate rituals that are meaningful to you
- Memorialize loved ones who have passed on
- Meditate



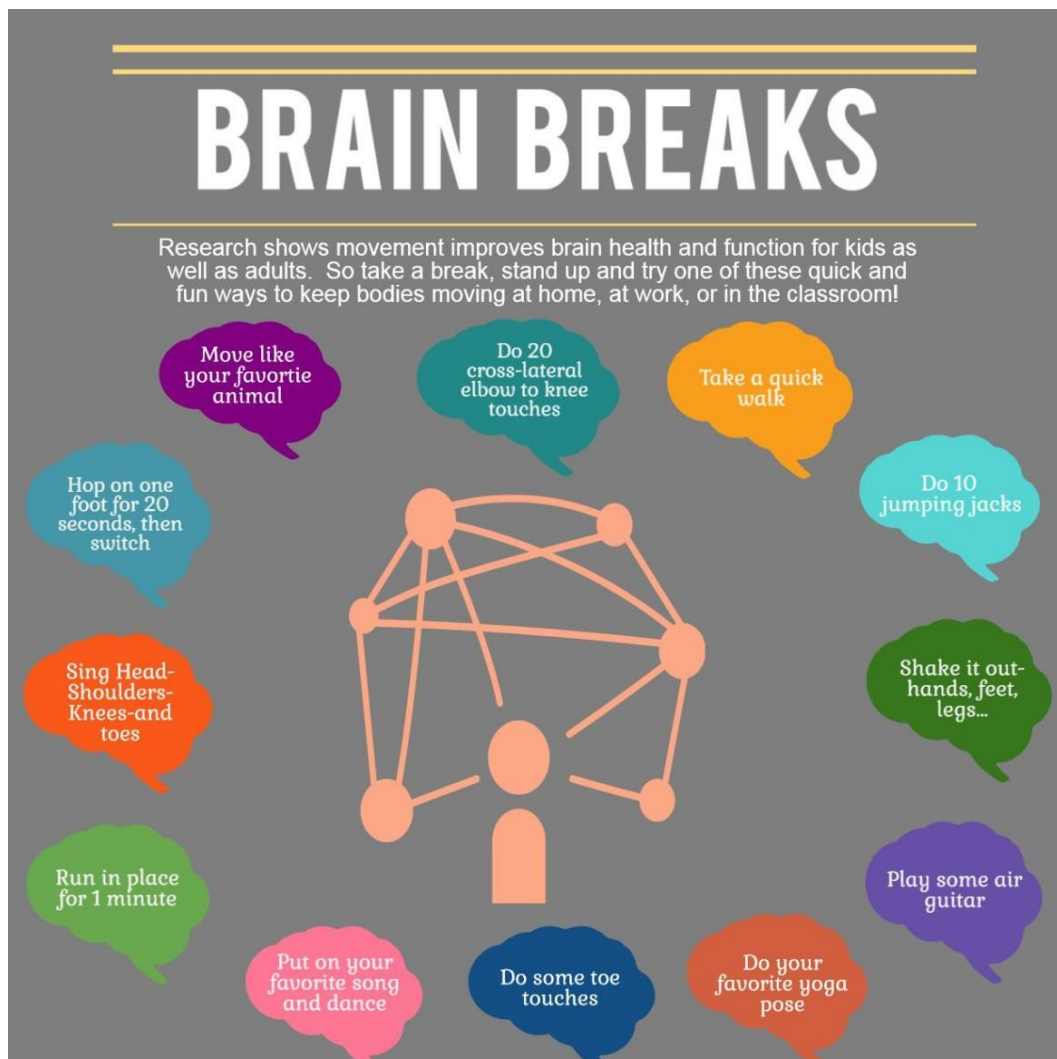
### III. Brain Break Ideas:

Brain breaks are quick and effective in changing your physical or mental state. They are useful for students to help activate and stimulate their brains. [Perera et al. \(2015\)](#) show brain breaks can help improve students' concentration and relieve stress.

Find more ideas on how to incorporate brain breaks by clicking out this resource from Pottsgrove School District titled ["Incorporating Brain Breaks: Keeping Students Engaged"](#) (n.d.).

**Did You Know?** MindPeace has [Virtual MindPeace Rooms™](#) with a variety of brain break and mood-regulating activities for all ages! Below are some sample activities that you can do right now:

- [Color by Number](#) by CrazyGames.com
- Try Yoga! Yoga with Adriene's ["Rainbow Yoga"](#) Youtube video is perfect for all ages, or check out [Cosmic Kids Yoga](#) on Youtube for a more adventure-based approach!
- Use the 5-4-3-2-1 grounding technique. Name 5 things you can see, 4 things you can feel, 3 things you can hear, 2 things you can smell, and 1 thing you can taste. This can help with mood-regulation and stress. For more details, see Centervention's [Emotion Regulation Worksheets](#).
- Watch 4K Relaxation Channel's [virtual forest walkthrough video](#) on Youtube.



## APPENDIX B: TIPS FOR GOOD SLEEP

### **1. Go to bed at a set time each night and get up at the same time each morning—even on weekends.**

- Sleeping in on weekends can make it harder to wake up Monday morning
- Get homework/work done early so you are not up late at night finishing it

### **2. Exercise during the day.**

- Strive for a minimum amount of exercise 30 minutes a day
- Exercising immediately before bed can interfere with sleep (exercise 5-6 hours prior)

### **3. Avoid caffeine, nicotine, and alcohol, especially before bed.**

- Avoid coffee, chocolate, soft drinks, non-herbal teas, diet drugs, some pain relievers
- Smokers tend to wake up too early due to nicotine withdrawal
- Alcohol robs people of deep sleep and REM

### **4. Try relaxing activities before bed.**

- Warm bath, reading, music, drawing, writing

### **5. Expose yourself to bright light when you wake up.**

- Sunlight helps the body's internal biological clock reset each day
- Experts recommend exposure to an hour of morning sunlight

### **6. Don't lie in bed awake.**

- Do something relaxing if you cannot fall asleep, until you are tired
- The anxiety of not being able to fall asleep can contribute to insomnia

### **7. Create a sleep environment.**

- Create a comfortable bed with enough pillows and blankets
- By only sleeping in your bed you can create an association between bed and sleep

### **8. Keep electronics out of bed.**

- Limit usage an hour before bed since devices stimulate the mind
- Keep electronics tucked away and out of reach
- Use an alarm clock instead of your phone

### **9. See a doctor if your sleeping problem continues.**

*Information gathered from: National Institutes of Health ([www.nih.gov](http://www.nih.gov))*



A sleep tips card with a night sky background featuring a large moon and stars. The title 'Sleep' is in a green box at the top. Below it are two columns of text. The left column is titled 'Why is Sleep Important?' and lists three points. The right column is titled 'Do you have trouble sleeping?' and lists three tips. A central box states 'Teens need 8 to 10 hours of sleep every night.' and includes the MindPeace logo. A bottom right box says 'Check this out!' and lists 'National Institutes of Health' and 'National Sleep'.

# Sleep

## Why is Sleep Important?

1. Studies show that people who sleep enough have better memory and do better on tests. The most important thing you can do if you want to do well in school is get good sleep.
2. If you don't sleep well, you may be grumpy, angry, or even sad. This is because sleep helps you to regulate your mood and emotions. Without sleep, it may be difficult to get along with the people around you.
3. Sleep is essential to your physical health. Your body rests and repairs itself while you sleep. If you do not sleep enough, your body is put under more stress, your immune system is weakened, and you could become very sick.

## Do you have trouble sleeping?

- Keep a sleep diary. Record the amount and quality of your sleep and your habits. Look for a sample diary on the National Sleep Foundation's website.
- Try changing your sleep habits. Use some of the tips listed on the back of this card and seek out more information on better sleep habits.
- If you're still having trouble getting to sleep

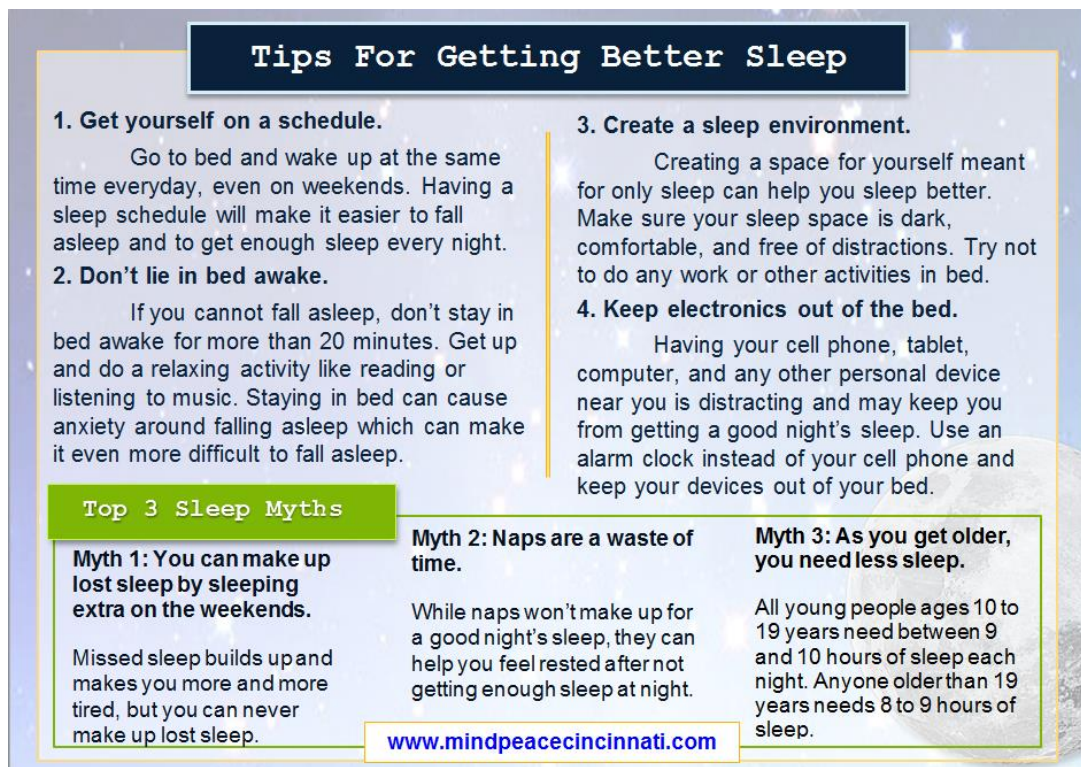
Teens need  
**8 to 10 hours**  
of sleep every  
night.

**Check this out!**

National Institutes of  
Health  
nih.gov (search "sleep")

National Sleep

**MindPeace**



A card titled 'Tips For Getting Better Sleep' with a night sky background. It lists four tips: 1. Get yourself on a schedule, 2. Don't lie in bed awake, 3. Create a sleep environment, and 4. Keep electronics out of the bed. Below the tips is a section titled 'Top 3 Sleep Myths' with three myths: Myth 1 (You can make up lost sleep by sleeping extra on the weekends), Myth 2 (Naps are a waste of time), and Myth 3 (As you get older, you need less sleep). The website 'www.mindpeacecincinnati.com' is at the bottom.

## Tips For Getting Better Sleep

- 1. Get yourself on a schedule.**

Go to bed and wake up at the same time everyday, even on weekends. Having a sleep schedule will make it easier to fall asleep and to get enough sleep every night.
- 2. Don't lie in bed awake.**

If you cannot fall asleep, don't stay in bed awake for more than 20 minutes. Get up and do a relaxing activity like reading or listening to music. Staying in bed can cause anxiety around falling asleep which can make it even more difficult to fall asleep.
- 3. Create a sleep environment.**

Creating a space for yourself meant for only sleep can help you sleep better. Make sure your sleep space is dark, comfortable, and free of distractions. Try not to do any work or other activities in bed.
- 4. Keep electronics out of the bed.**

Having your cell phone, tablet, computer, and any other personal device near you is distracting and may keep you from getting a good night's sleep. Use an alarm clock instead of your cell phone and keep your devices out of your bed.

### Top 3 Sleep Myths

**Myth 1: You can make up lost sleep by sleeping extra on the weekends.**

Missed sleep builds up and makes you more and more tired, but you can never make up lost sleep.

**Myth 2: Naps are a waste of time.**

While naps won't make up for a good night's sleep, they can help you feel rested after not getting enough sleep at night.

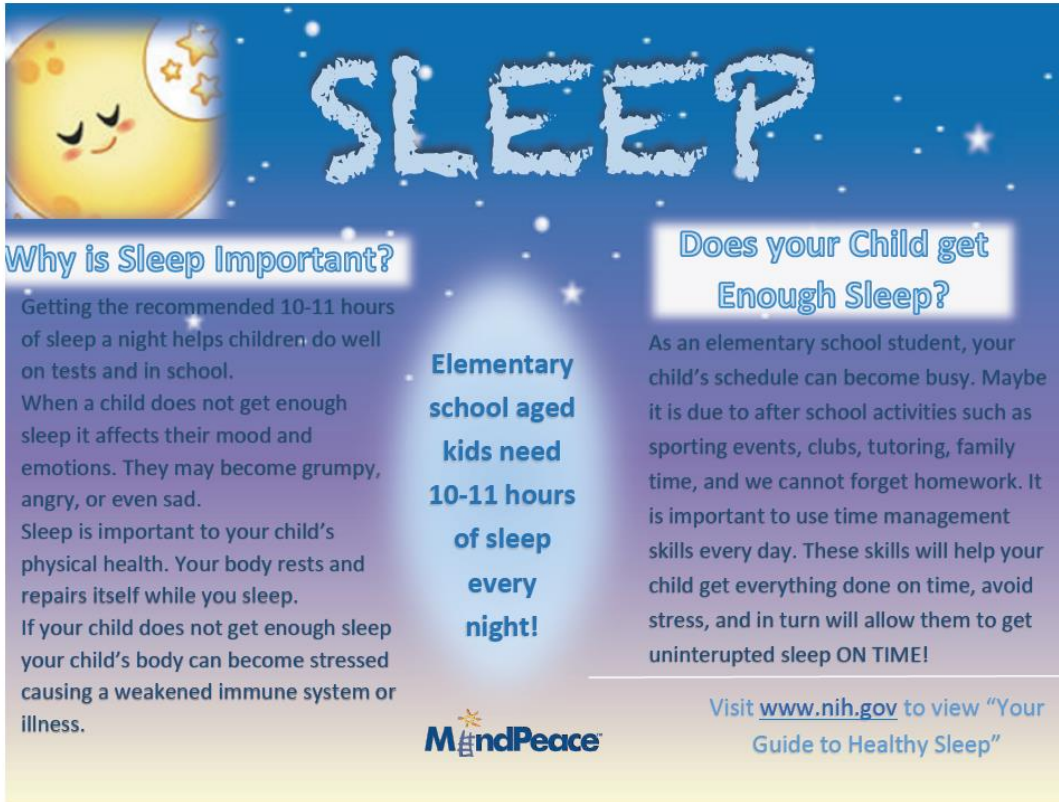
**Myth 3: As you get older, you need less sleep.**

All young people ages 10 to 19 years need between 9 and 10 hours of sleep each night. Anyone older than 19 years needs 8 to 9 hours of sleep.

[www.mindpeacecincinnati.com](http://www.mindpeacecincinnati.com)



## Elementary Sleep Tips:



# SLEEP

### Why is Sleep Important?

Getting the recommended 10-11 hours of sleep a night helps children do well on tests and in school. When a child does not get enough sleep it affects their mood and emotions. They may become grumpy, angry, or even sad. Sleep is important to your child's physical health. Your body rests and repairs itself while you sleep. If your child does not get enough sleep your child's body can become stressed causing a weakened immune system or illness.

### Elementary school aged kids need 10-11 hours of sleep every night!

### Does your Child get Enough Sleep?

As an elementary school student, your child's schedule can become busy. Maybe it is due to after school activities such as sporting events, clubs, tutoring, family time, and we cannot forget homework. It is important to use time management skills every day. These skills will help your child get everything done on time, avoid stress, and in turn will allow them to get uninterrupted sleep ON TIME!

Visit [www.nih.gov](http://www.nih.gov) to view "Your Guide to Healthy Sleep"

**MindPeace**

## Tips for Getting Better Sleep

<p><b>Create a set bedtime and wake up time for your child, even on the weekends.</b> Disrupting this schedule may lead to insomnia. Sleeping in on weekends disrupts the sleep cycle making it harder to wake up on Monday morning.</p>	<p><b>Create a healthy sleep environment for your child.</b> Make sure the bed is comfortable. The temperature should not be too high or low and the lights should be off. A fan could help block out disrupting noises throughout the night. Nightlights can help with a child who may have fears of the dark.</p>
<p>• Sleep should be the primary use for your child's bedroom. By <u>only</u> sleeping in bed, you can create an association for your child between their bed and sleep. Keep distractions out of the bedroom, especially electronics, such as a television, computer or cell phone.</p>	<p>Maintain a regular bedtime routine. A routine will help trigger sleep mode and help connect this routine to sleep.</p>

### Sleep Myths:

**You can make up lost sleep by sleeping extra on the weekends (FALSE).**  
Missed sleep builds up and makes you more and more tired. You can never make up lost sleep (TRUE).

**Naps are a waste of time (FALSE).**  
Naps do not make up for a good night's sleep, but they can help you feel rested (TRUE).

### National Sleep Foundation's Recommended Sleep Routine:

1. Have a light snack
2. Take a bath
3. Put on pajamas
4. Brush teeth
5. Read a story
6. Quiet and comfortable room
7. Parents or guardians say goodnight

[www.mindpeacecincinnati.com](http://www.mindpeacecincinnati.com)

## Appendix C: Sample Self-Care Plan

Find the PDF version [here](#) to print and use at home!

**Directions:** Consider what you do now for self-care and list those activities within each dimension of self-care on this worksheet (or you can add new dimensions at the end that represent other aspects of your life). Identify new strategies that you will begin to incorporate as part of your ongoing maintenance self-care plan – pay particular attention to domains that you have not been addressing in the past. On the last page identify barriers that might interfere with ongoing self-care, how you will address them, and any negative coping strategies you would like to target for change.

*(Adapted by Shirley Reiser, LCSW and Lisa D. Butler, PhD from materials provided by Sandra A. Lopez, LCSW, ACSW, University of Houston, Graduate School of Social Work.)*

<p style="text-align: center;"><u><b>MIND</b></u></p> <p>Current practice</p>   <p>New practice</p>	<p style="text-align: center;"><u><b>BODY</b></u></p> <p>Current practice</p>   <p>New practice</p>
<p style="text-align: center;"><u><b>EMOTIONS</b></u></p> <p>Current practice</p>   <p>New practice</p>	<p style="text-align: center;"><u><b>SPIRIT</b></u></p> <p>Current practice</p>   <p>New practice</p>



## REFERENCES

- Alameda County Behavioral Health Care services. (2013). Self Care Tips | Alameda County Trauma Informed Care. Retrieved from <https://alamedacountytraumainformedcare.org/trauma-survivors-and-family/self-care-tips/>
- Anderson, B., & Anderson, J. (2000). *Computer & Desk Stretches* [Diagram].
- APA Practice Organization. (2005, January 18). *Risk Factors and Self-care for Practitioners Working With Trauma Clients*. Retrieved from [http://www.apapracticecentral.org/ce/self-care/trauma-clients.aspx?\\_ga=2.109007298.1112390819.1502117864-160168522.1467818205](http://www.apapracticecentral.org/ce/self-care/trauma-clients.aspx?_ga=2.109007298.1112390819.1502117864-160168522.1467818205)
- Bressi, S. K., & Vaden, E. R. (2016). Reconsidering Self Care. *Clinical Social Work Journal*, 45(1), 33-38. doi:10.1007/s10615-016-0575-4
- Bureau of Labor Statistics. (2017). *Occupational Outlook Handbook: High School Teachers*. Retrieved from <https://www.bls.gov/ooh/education-training-and-library/high-school-teachers.htm#tab-3>.
- Calderon, D. (n.d.). How to Combat Compassion Fatigue. Retrieved July 01, 2020, from <https://www.blessingmanifesting.com/how-to-combat-compassion-fatigue/>
- Centers for Disease Control and Prevention. (2016, February 23). *Getting Enough Sleep?* Retrieved from <https://www.cdc.gov/features/getting-enough-sleep/>
- Center for Mental Health in Schools at UCLA. (2015). *Understanding and Minimizing Staff Burnout* [PDF file]. Retrieved from <http://smhp.psych.ucla.edu/pdfdocs/burnout/burn1.pdf>.
- Compassion Fatigue Awareness Project. (2017). *What is Compassion Fatigue?* Retrieved from <http://www.compassionfatigue.org/pages/compassionfatigue.html>.
- Danneman, I. (2016, January 12). *5 Ways to Incorporate Heavy Work into a Special Education Classroom*. Retrieved from <http://www.friendshipcircle.org/blog/2016/01/12/incorporate-heavy-work-into-a-special-education-classroom/>
- Desforges, J. (2016, July 24). How To Become More Mindful Using Nothing But A Journal. Retrieved July 08, 2020, from <https://www.mindbodygreen.com/0-25949/how-to-become-more-mindful-using-nothing-but-a-journal.html>
- Digwood, B. (2019, July 10). Overcoming Compassion Fatigue. Retrieved July 01, 2020, from <https://www.elitecme.com/resource-center/nursing/compassion-fatigue/>

- Gaia. (n.d.). *All Yoga*. Retrieved from [https://www.gaia.com/yoga/practices?utm\\_source=google%2Bpaid&utm\\_term=%2Byoga%2Bon%2Btv&utm\\_campaign=1-usa-yoga-general-broad&utm\\_content=yoga-tv-channel-broad&utm\\_medium=cpc&ch=my](https://www.gaia.com/yoga/practices?utm_source=google%2Bpaid&utm_term=%2Byoga%2Bon%2Btv&utm_campaign=1-usa-yoga-general-broad&utm_content=yoga-tv-channel-broad&utm_medium=cpc&ch=my)
- Google Books. (n.d.). *The Gifts of Imperfection*. Retrieved from [https://books.google.com/books/about/The Gifts of Imperfection.html?id=KCghogEACAAJ&hl=en](https://books.google.com/books/about/The_Gifts_of_Imperfection.html?id=KCghogEACAAJ&hl=en)
- Inspired By Lucile. (2016, December 31). *Self Care Saturday Challenge Plan Your Self Care*. Retrieved from <http://inspiredbylucile.com/2016/12/31/self-care-saturday-challenge-plan-your-self-care/>
- Institute of Medicine. (2005). Water. In *DIETARY REFERENCE INTAKES FOR Water, Potassium, Sodium, Chloride, and Sulfate* (pp. 73-74). Washington DC., MD: The National Academies Press.
- Just Jasmine. (2016, July 05). Self Care for People of Color after Psychological Trauma [Web log post]. Retrieved July 17, 2020, from <http://www.justjasmineblog.com/blog-1/self-care-for-people-of-color-after-emotional-and-psychological-trauma/>
- Liberate. (n.d.). Retrieved July 17, 2020, from <https://liberatemeditation.com/>
- Life Journal (n.d.). Retrieved from <https://www.lifejournal.com/>
- Lipsky, L. V. N. (2009). *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*. San Francisco, CA: Berrett-Koehler
- Meinecke, C. (2010, June 5). *Self-Care in a Toxic World* [Web log post]. Retrieved from <https://www.psychologytoday.com/blog/everybody-marries-the-wrong-person/201006/self-care-in-toxic-world>
- Miller, G. (2015, March 03). Self-Care & Creativity in the Trauma-Informed Workplace. Retrieved July 01, 2020, from <https://starr.org/self-care-creativity-in-the-trauma-informed-workplace/>
- Miller, R. (2020, May 28). Self-Care Tips for Black People Who Are Really Going Through It Right Now. Retrieved July 17, 2020, from [https://www.vice.com/en\\_us/article/g5pgmq/self-care-tips-for-black-people-struggling-from-painful-week](https://www.vice.com/en_us/article/g5pgmq/self-care-tips-for-black-people-struggling-from-painful-week)
- Mindcheck.ca. (n.d.). *Stress Self-Care Resources*. Retrieved from <http://mindcheck.ca/stress/stress-self-care-resources>
- Mindful Teachers. (n.d.). *Self-care resources*. Retrieved from <http://www.mindfulteachers.org/p/self-care-resources.htm>



- National Center for Complementary and Integrative Health. (2016, June 22). *What Complementary and Integrative Approaches Do Americans Use?* Retrieved from <https://nccih.nih.gov/research/statistics/NHIS/2012/key-findings>
- National Center on Safe Supportive Learning Environments. (2017, August 01). *Safe Place: Trauma-Sensitive Practice for Health Centers Serving Students*. Retrieved from <https://safesupportivelearning.ed.gov/Trauma-Sensitive-Campus-Health-Centers>
- National Child Traumatic Stress Network, Secondary Traumatic Stress Committee. (2011). *Secondary traumatic stress: A fact sheet for child-serving professionals* [PDF file]. Retrieved from [http://nctsn.org/sites/default/files/assets/pdfs/secondary\\_traumatic\\_tress.pdf](http://nctsn.org/sites/default/files/assets/pdfs/secondary_traumatic_tress.pdf).
- National Institutes of Health. (n.d.). Retrieved from <https://www.nih.gov/>
- Perera, T., Frei, S., Frei, B., & Bobe, G. (2015). Promoting Physical Activity in Elementary Schools: Needs Assessment and a Pilot Study of Brain Breaks. *Journal of Education and Practice*, 6(15), 55-64.
- Purcell, M., LCSW, CEAP. (2016, July 17). *The Health Benefits of Journaling*. Retrieved from <https://psychcentral.com/lib/the-health-benefits-of-journaling/>
- Reiser, LCSW, S., & Butler, PhD, L. D. (n.d.). *My Self-Care Maintenance Plan Worksheet* [worksheet].
- Self-Compassion. (n.d.). Retrieved from <http://self-compassion.org/>
- Taylor, C. B., Sallis, J. F., & Needle, R. (1985). *The relation of physical activity and exercise to mental health*. Public Health Reports, 100(2), 195–202.
- The National Academies of Sciences Engineering Medicine. (2015). *Dietary Reference Intakes: Water, Potassium, Sodium, Chloride, and Sulfate : Health and Medicine Division*. Retrieved from <http://www.nationalacademies.org/hmd/Reports/2004/Dietary-Reference-Intakes-Water-Potassium-Sodium-Chloride-and-Sulfate.aspx>
- The Trauma Stewardship Institute. (2016). *Inside the Book*. Retrieved from <http://traumastewardship.com/inside-the-book/>
- The Value Factory. (2015, June 30). *2 minute mindfulness - simple, mindful breathing* [Video file]. Retrieved from <https://www.youtube.com/watch?v=Egyj6Rp2Q1w>
- Utah State University. (2010). *Utah State University - Counseling and Psychological Services*. Retrieved from [https://www.usu.edu/counseling/resources/self\\_help.cfm](https://www.usu.edu/counseling/resources/self_help.cfm)

Vicarious Trauma. (n.d.). Retrieved from <https://www.counseling.org/docs/trauma-disaster/fact-sheet-9---vicarious-trauma.pdf>

Weir, K. (2011, December). *The exercise effect*. Retrieved from <http://www.apa.org/monitor/2011/12/exercise.aspx>