

Self-Care at Work:
How to Reduce
Stress, Boost
Productivity, and
Build Resilience

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Mindfulness Exercise

Grounding technique

1. List 5 things you can see right now

- For example, at the moment, I see my water bottle, a picture of my wife, a tree outside my window, a cup of coffee, and my 2 dogs.

2. List 4 things you can hear

- I hear the kid next door bouncing a basketball, the sound of music coming from daughter's room, the TV downstairs and the hum of my laptop.

3. List 3 things you can feel

- I feel my butt on a squishy cushion, I feel my arms propped on the wood of my desk. My legs are sore from my workout.

4. List 2 things you can smell

- I smell the bacon from the kitchen, and the cinnamon in my coffee.

5. List 1 thing you're grateful for, or one thing you can taste

- I'm grateful for my kids dancing TikTok videos.

Grounding exercises bring you back to the present and root you or ground you into 'now' and away from the stress of news alerts, emails from your boss, anxiety thoughts about the future, or feelings of depression thinking about the past.



What is all the hoopla around self-care about?

Outline

- Introduction
- Self-care assessment
- Coping Skills
- Sources of Burnout and Compassion Fatigue
- Self-Care Strategies
- Integration of Self-Care Strategies into Daily Routine
- Self-Care Action Plan

Introductions

PLEASE TAKE 5 MINUTES AND INTRODUCE YOURSELF TO YOUR GROUP AND ANSWER FOUR QUESTIONS



- Your name
- Where you work
- Why this course?
- What is Self-Care?



What is self-care ?

Self-Care is...

- Self-care: the care of oneself
- Actions one takes to reach optimal physical and mental health
- Activities one engages in to relax and attain emotional well-being

PHYSICAL
ACTIVITY



MOVE

HEALTHY
MEALS



NOURISH

SOCIAL
SUPPORT



CONNECT

STRESS
REDUCTION

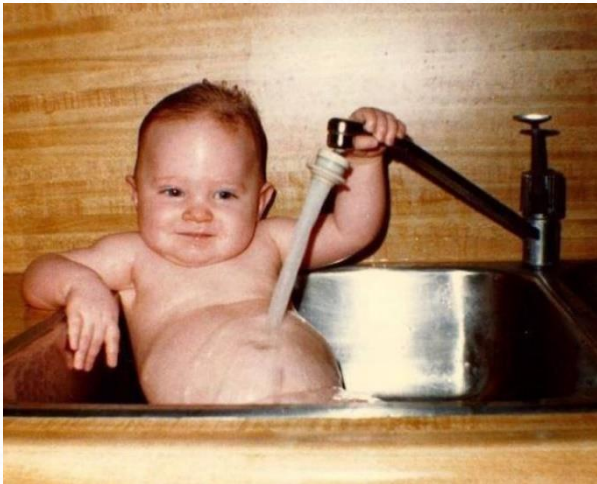


BE

Oprah Winfrey: Take Care of Yourself

Oprah Winfrey

Your Wheel of Life Hand-out



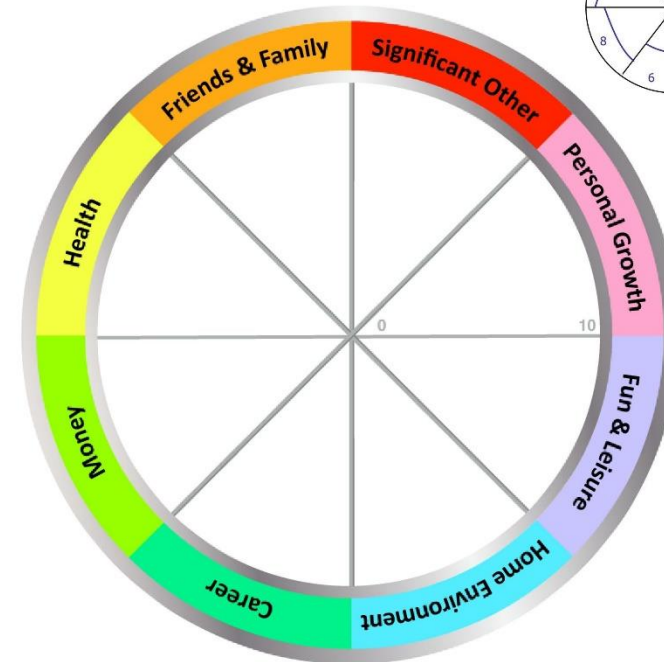
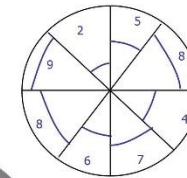
Your Wheel of Life!



YOUR NAME: _____

TODAY'S DATE: _____

EXAMPLE



COMPLETE THE WHEEL:

- 1. Review the 8 Wheel Categories** - think briefly what a satisfying life might look like for you in each area.
- 2. Next, draw a line across each segment that represents your satisfaction score for each area.**
 - Imagine the centre of the wheel is 0 and the outer edge is 10
 - Choose a value between 1 (very dissatisfied) and 10 (fully satisfied)
 - Now draw a line and write the score alongside (see example above)

IMPORTANT: Use the **FIRST** number (score) that pops into your head, not the number you think it *should* be!

Why is Self-Care Important?

- Avoid burnout and compassion fatigue
- — Can lead to self-doubt and self-blame
- Maintain professional vitality
- Increase physical and emotional energy



be good to
yourself



Who is Self-Care
Important for?

Everyone!

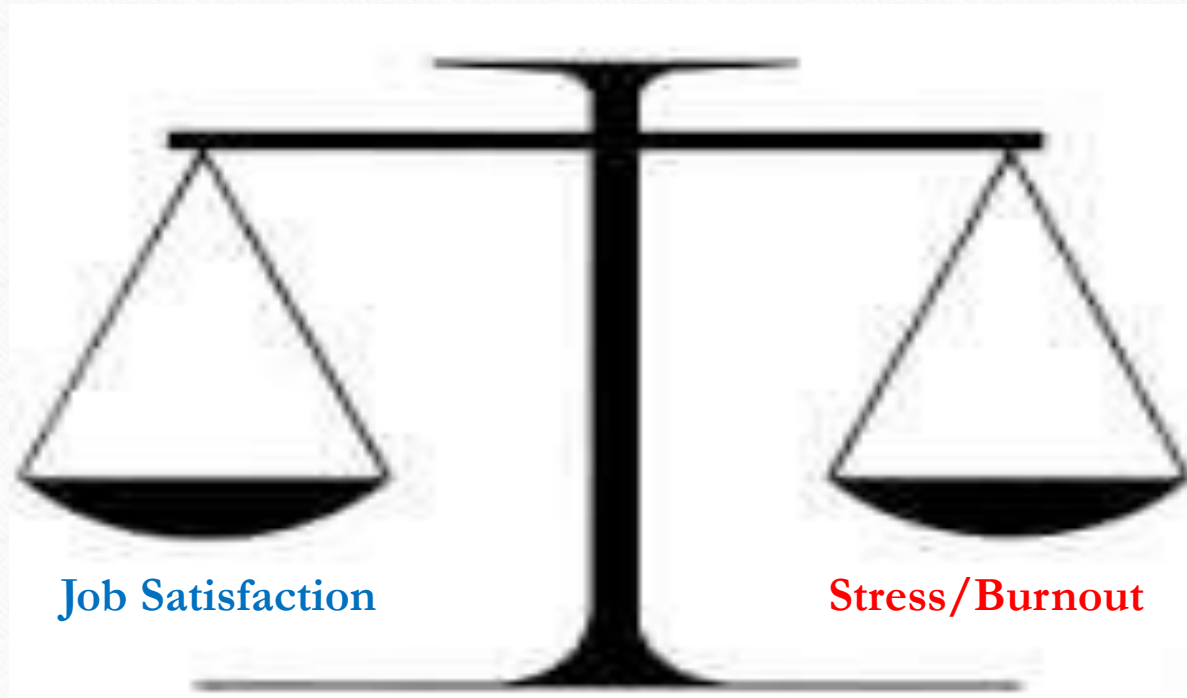


So... is this your team right now?



Constantin, P. (2011, September 28). *Battling the crisis* [cartoon]. Retrieved from <https://www.cartoonmovement.com/cartoon/3548>

Which one?



Job Satisfaction

Stress/Burnout

Compassion Satisfaction- is this you?

Compassion Satisfaction is

- ... positive aspects of your job/life/career etc....
- ... the “GOOD STUFF”
- ... what you may have felt when you started and or before the Pandemic.

Burnout

- inefficacy and feeling overwhelmed
- work related hopelessness
- feeling worn out
- It is the cumulative result of stress:
 - Stress is a state of “too much”

What are the causes for Burn-out @ Work?



Burnout

Sources

- Work overload
- Lack of control
- Insufficient relationships
- Breakdown of community
- Unfairness
- Lack of fit
- Lack of appreciation

Feelings

- Exhaustion, including emotional exhaustion
- Cynicism
- Ineffectiveness
- Frustration
- Disengagement
- Stress
- Helplessness/hopelessness

Compassion Fatigue

“Compassion fatigue is characterized by a gradual lessening of compassion over time, resulting from a combination of burnout and secondary traumatic stress related to vicarious traumatization from repeated exposure to traumatic material.”

(Wood et al, 2017)

Compassion Fatigue

“We have not been directly exposed to the trauma scene, but we hear the story told with such intensity, or we hear similar stories so often, or we have the gift and curse of extreme empathy and we suffer. We feel the feelings of those around us. We experience their fears. We dream their dreams. Eventually, we lose a certain spark of optimism, humor and hope. We tire. We aren’t sick, but we aren’t ourselves.”

(C. Figley, 1995)

Sources of Compassion Fatigue

- Exposure to hearing about a specific event or supporting a person who has suffered from a traumatic event
- Higher levels of helplessness
- Feelings of being isolated from a support network

Symptoms of Compassion Fatigue



Trajectory of Compassion Fatigue

1. Zealot phase
2. Irritability phase
3. Withdrawal phase
4. Zombie phase
5. Pathology and Victimization vs. Maturation and Renewal

Zealot Phase

- Committed, involved, available
- Solving problems/making differences
- Willing to go “the extra mile”
- Excited about the work we do
- Volunteers without being asked

Irritability Phase

- Begin to cut corners
- Avoid clients/teammates
- Use humor inappropriately
- Oversights, mistakes, lapse of concentration
- Distance self from friends/coworkers

Withdrawal Phase

- Loss of enthusiasm
- Clients and/or teammates become irritating
- Complain about work and personal life
- Tired all of the time – don't want to talk about what we do
- Try to avoid our negative emotions

Zombie Phase

- Hopelessness turns to rage
- Others appear incompetent or ignorant to us
- Begin to feel indifferent in relation to clients/teammates
- Have no patience, no sense of humor, no time for fun

Pathology and Victimization vs. Maturation and Renewal

- Overwhelmed and leave your job

vs.

- You notice the way you are being impacted by your work and you take action steps to build resiliency

Self-Care Strategies

I know self-care is important, but how do *I do it?*



Self-Care Action Plan

Self Care Action Plan

Self-Care Strategies for Your Internal Environment

- **Mindfulness**
 - ✓ Increasing awareness of burnout and compassion fatigue
- **Taking care of your physical health**
 - ✓ Sleep hygiene
 - ✓ Healthy eating
 - ✓ Exercise
 - ✓ Do activities other than work!

Self-Care Strategies for Your Internal Environment

- **Stress/anxiety reducing strategies**
 - ✓ Paced breathing
 - ✓ Progressive muscle relaxation
 - ✓ Body scan

Self-compassion

Self-Care Strategies for Your External Environment

- **Set limits (and stick to them)**
 - Learn to say no
 - Learn to set your limits in terms of timeframes and workloads
 - Become good at disappointing others – Yes, but...
- **Schedule activities**
 - Schedule time to work
 - Schedule time for other activities
 - Create a calendar to visualize your workload

Self-Care Strategies for Your External Environment

- **Break it down**
 - ✓ Divide your tasks into smaller tasks and schedule time to work on them
 - ✓ Use calendars to plan tasks for bigger projects (like your thesis)
- **Keep track**
 - ✓ Create lists to manage your tasks
 - ✓ Set timeframes for each task
 - ✓ Reward yourself when completed

Self-Care Strategies for Your External Environment

- Create a (virtual) work environment that works for you
 - Schedule important tasks at times when you are the most productive
 - Silence/music
 - 50/10 rule
 - Working buddy

From Today Until This is Over, You Have a New God, and His Name is 'Routine'

For quarantine routines let's stick with the basics:

- Wake Up Time
- Work hours or Productivity Hours (new skill, project, etc.)
- Time for health and self-care
- Bed time

For me, this looks like...

- 6 AM – Out of bed by this time
- 7 AM to 3 PM – Work hours
- 3 PM – Exercise/Health self-care
- 4 PM to 9 PM – Socializing/calls/family
- 10 PM – Lights out

Self-Care Plan

Let us head to
the Break-out
rooms!



Coping Skills

Building a Self-Care Plan

When it comes to self-care plans, there is no one-size-fits-all option. We all have different needs, strengths, and limitations. The following four-step process will help you to build a plan that's just right for you.



Step 1: Evaluate Your Coping Skills

Examining your own habits is an important first step in developing a self-care plan. How do you typically deal with life's demands? Can you identify when you need to take a break?

When faced with challenges, we can use either positive coping strategies or negative coping strategies. Below are a few examples of each. Which strategies do you use?

Positive

- Deep breathing
- Stretching
- Meditation
- Listening to music
- Exercising
- Reading
- Going for a walk
- Taking a bath
- Socializing with friends
- Sitting outside and relaxing
- Engaging in a hobby

Negative

- Yelling
- Acting aggressively
- Overeating
- Drinking excessive amounts of alcohol
- Smoking
- Pacing
- Biting your fingernails
- Taking drugs
- Skipping meals
- Withdrawing from family and friends
- Dangerous driving

Be honest when evaluating your current behaviours. If you find yourself lashing out or reaching for a cigarette instead of taking a deep breath and refocusing during periods of frustration, it may be time to re-evaluate your go-to coping skills.

Daily Self-care

Step 2: Identify Your Self-Care Needs

We are all faced with unique challenges and no two people have the same self-care needs.

Take a moment to consider what you value and need in your everyday life (daily self-care needs) versus what you value and need in the event of a crisis (emergency self-care needs). Remember that self-care extends far beyond your basic physical needs: consider your psychological, emotional, spiritual, social, financial, and workplace well-being.

Daily Self-Care

What are you doing to support your overall well-being on a day-to-day basis? Do you engage in self-care practices now? Are you more active in some areas of self-care than others? You can use the table below to help you determine which areas may need more support.

Area of Self-Care	Current Practices	Practices to Try
Physical (e.g. eat regular and healthy meals, good sleep habits, regular exercise, medical check-ups, etc.)		
Emotional (e.g. engage in positive activities, acknowledge my own accomplishments, express emotions in a healthy way, etc.)		
Spiritual (e.g. read inspirational literature, self-reflection, spend time in nature, meditate, explore spiritual connections, etc.)		
Professional (e.g. pursue meaningful work, maintain work-life balance, positive relationships with co-workers, time management skills, etc.)		
Social (e.g. healthy relationships, make time for family/friends, schedule dates with partner/spouse, ask for support from family and friends, etc.)		
Financial (e.g. understand how finances impact your quality of life, create a budget or financial plan, pay off debt, etc.)		
Psychological (e.g. take time for yourself, disconnect from electronic devices, journal, pursue new interests, learn new skills, access psychotherapy, life coaching, or counselling support through your EFAP if needed, etc.)		

Emergency Self-Care

Step 2: Identify Your Self-Care Needs (continued)

Emergency Self-Care

When you are faced with a crisis, you likely won't have time to create a coping strategy. Take time to develop a plan in advance so it's there when you need it.

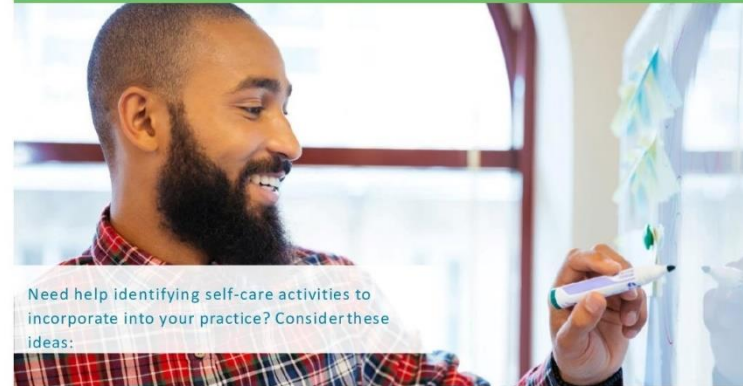
Try completing the following table to help identify your unique self-care needs during times of distress.



Emergency Self-Care Tools	Helpful (What To Do)	Harmful (What To Avoid)
Relaxation/Staying Calm Which activities help you to relax (e.g. deep breathing, taking a walk)? Which activities make you more agitated or frustrated (e.g. yelling, swearing, or drinking)?		
Self-Talk Helpful self-talk may include, "I am safe/I can do this." Harmful self-talk may include, "I can't handle this/I knew this would happen/I deserve this."		
Social Support Which family members and friends can you reach out to for help or support? Which people should you avoid during times of stress? Be honest about who helps and who zaps your energy.		
Mood Which activities support a positive mood (e.g. listening to uplifting music, enjoying the sunshine)? What should you avoid when times get tough (e.g. staying in bed all day, avoiding social activities)?		
Resilience What, or who, helps you to get through difficult times? What helps you bounce back? Conversely, what or who feeds negativity for you?		

Self-Care Activities

Brainstorm: Self-Care Activities



Need help identifying self-care activities to incorporate into your practice? Consider these ideas:

- Write in a journal
- Volunteer for a cause meaningful to you
- Make a gratitude list
- Take a fresh air break
- Meditate or listen to guided visualization
- Cuddle with pets
- Treat yourself to a nice meal
- Take a nap
- Listen to music
- Practice yoga
- Lay in the grass
- Go for a nature walk
- Photography
- Read a good book
- Write a blog
- Try a new hobby
- Have an adventure day
- Get a massage
- Buy yourself flowers
- Turn off electronic devices
- Have a movie marathon
- Play a game
- Dance
- Wear something that makes you feel confident
- Browse your local music store or bookstore
- Join a support group
- Have a game night with friends
- Work in the garden
- Get creative: draw, paint, write a song, or cook a new meal



Create Your Self-Care Action Plan Now!

1. Identify two self-care activities you can start TODAY
2. Schedule them into your day
3. Plan ahead
 - How will you get around your barriers?

Self-Care Plan

Step 4: Create Your Self-Care Plan

Once you've determined your personal needs and strategy, write it down. Your self-care plan can be as simple or complex as you need it to be. You may choose to keep a detailed plan at home and carry a simplified version in your wallet, in your purse, or on your phone. Here is an example of how your simplified self-care plan might look:

MY DAILY SELF-CARE PLAN					
Body	Mind	Spirit	Emotions	Relationships	Work

MY TOP THREE POSITIVE COPING STRATEGIES

--

MY EMERGENCY SELF-CARE PLAN

Helpful (To Do)	Harmful (To Avoid)

Now that you've created your self-care plan, look at it regularly. It takes time to form good habits. Make a commitment to yourself and practice your self-care routine as often as possible – you're worth it.

Transfer to Everyday Life

DO

- Start small and gradually increase activities
- Practice mindfulness
- Make a plan and stick to it

DON'T

- Be too hard on yourself
- Feel guilty
- Treat your self-care plan as less important than your other responsibilities

Appreciation, Apology, or Aha!



Stay In touch



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