

Finding the Time

Providers often have limited time to complete all the work that has to be done. It may feel like incorporating one more practice, even if it is related to self-care, is too much to ask. This is exactly the time when self-care is most important to keep in mind! It is essential to find the time to create daily self-care rituals that are realistic and manageable for providers so that they will be sustainable over the long-term. The following are some tips and strategies for incorporating self-care strategies no matter how busy you are:

If you have...

2 minutes

- Smile.
- Make coffee.
- Sign up for a training opportunity.
- Thank someone.

5 minutes

- Respond to an email that has been nagging you.
- Have a conversation with someone who you don't usually work with.
- Schedule a team meeting.
- Straighten up one of the common areas (e.g., copy machine, kitchen, hallway, waiting room).

10 minutes

- Clean up your workspace (or at least a part of it!).
- Plan a party to celebrate an accomplishment or milestone (e.g., colleague's birthday, meeting a fundraising goal, etc.).
- Discuss training opportunities with your supervisor.
- Do one of the activities in this workbook with your colleagues at a staff meeting

30 minutes

- Eat lunch with your colleagues.
- Discuss self-care, burnout and compassion fatigue at a staff meeting.
- Have a "walking meeting," where you walk outside with a colleague rather than meet in the office.

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Self-care does not have to be time-consuming. As nice as it would be to take a three-week vacation to a tropical island, most of us do not have the time or resources for that. Below are some tips for using the time that you do have effectively.

If you have...

2 minutes

- Breathe.
- Stretch.
- Daydream.
- Take your stress temperature.
- Laugh.
- Doodle.
- Acknowledge one of your accomplishments.
- Say no to a new responsibility.
- Complement yourself.
- Look out the window.
- Spend time with your pet.
- Share a favorite joke.

5 minutes

- Listen to music
- Have a cleansing cry
- Chat with a co-worker
- Sing out loud
- Jot down dreams
- Step outside for fresh air
- Enjoy a snack or make a cup of coffee/tea

10 minutes

- Evaluate your day.
- Write in a journal.
- Call a friend.
- Meditate.
- Tidy your work area.
- Assess your self care.
- Draw a picture.
- Dance.
- Listen to soothing sounds.
- Surf the web.
- Read a magazine.

30 minutes

- Get a massage.
- Exercise.
- Eat lunch with a co-worker.
- Take a bubble bath.
- Read non-work related literature.
- Spend time in nature.
- Go shopping.
- Practice yoga.
- Watch your favorite television show.