

Checking Your Basic Needs @ Work			
Adapted from Life Makeovers (2000) by Cheryl Richardson			
Self-Care @ Work	Yes	No	Comments/Reflections
Do I take a lunch break every day and do something unrelated to work?			
Do I work reasonable hours?			
Do I schedule "breathing room every day so I can step back, and reevaluate my priorities?			
Is my office free of clutter?			
Do I have adequate lighting and clean air?			
Do I delegate work to free my time and empower others?			
Do my family/friends honor my work time? If no, have I asked them?			
Do I have blocks of uninterrupted time without distractions and interruptions?			
Do I have a DO NOT DISTURB sign?			
Have I scheduled specific times for returning phone calls and checking e-mail?			
Have I stopped taking on more than I can handle?			
Do I drink enough water when I am at work?			
Do I have comfortable shoes/slippers at my office?			
Do I schedule time off from work (sick leave and/or vacation time) to take care of myself?			
Do I have someone to talk with about my professional life?			
Do I have creature comforts that make my office pleasant? (music and other sounds, aroma, artwork)			
Do I say yes to commitments that I later regret?			

Early Warning Signs ⁸			
I know I'm headed for trouble when:			
1.			
2.			
3.			
4.			
5.			
Self-Care	Yes	No	Comments/Reflections
I am willing to ask for help.			
I know what to ask for.			
I reevaluate my priorities.			
I identify what is most important and deserving of my focus.			
I let go of that which detracts from my ability to focus.			

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