

Self Care at Work Inventory*

Self Care @Work ***	Yes	No	Comments/ Thoughts/ Reflection
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 evaluate my priorities?			
Is my work area free of clutter?			
Do I have adequate lighting, temperature and air?			
Do I delegate work (as available) to free my time and empower others?			
Do my family and friends honor my work time? If no, have I asked them?			
Do I have blocks of uninterrupted time without distractions or interruptions?			
Do I have and use a DO NOT DISTURB sign?			
Have I scheduled specific times for returning phone calls and checking email?			
Have I stopped taking on more than I can handle?			
Do I drink enough water while at work?			
Do I have comfortable shoes/slippers at work?			
Do I schedule time off from work (sick leave and/or vacation time) to take care of myself?			
Do I have someone to talk to about my professional life?			
Do I have creature comforts (music, artwork, smells) or meaningful symbols (pictures, personal alters) to make my work area pleasant?			
Do I say yes to commitments I later regret?			

*** Yes number lower than 10 indicates low standards of self care and high vulnerability

- Adapted from Life Makeovers (2000) by Cheryl Richardson