



*LIFE COACH*

# SELF-CARE WORKBOOK



WRITTEN BY ASHLEY RANDOLPH





## REMEMBERING YOU

# MY JOURNEY

AT THE TENDER AGE OF 34 YEARS OLD, I HAVE ACCOMPLISHED WHAT MOST ADULTS WILL NEVER ACCOMPLISH IN LIFE. I HAVE BECOME A MASTER AND TEACHER OF SELF-CARE WITHOUT EVEN KNOWING IT. AFTER HAVING ALL THREE OF MY CHILDREN PREMATURE, I FELT A DRIVE IN ME THAT I CAN NEVER EXPLAIN TO DO MORE AND TEACH MORE IN WAYS THAT ARE NOT NORMAL TO SOCIETY.

IN THE MIST OF THE LAST 12 YEARS, I HAVE BECOME A WIFE AND MOTHER OF 3 CHILDREN, BECAME MRS. AMERICA'S VIRTUOUS WOMAN 2021, WROTE MULTIPLE BOOKS, PRESIDENT OF 2 NATIONAL NON-PROFITS, CHAIR AT CPQCC, ADVOCATE FOR BLACK NICU FAMILIES AND CREATED A NEW SYSTEM WITH OUR 3 STEP PROGRAM AND MORE.

THIS WORK IS NEEDED IN OUR SOCIETY BUT WHAT IS NEEDED MORE IS THE 15 MINUTES OF DAY THAT I MAKE SURE TO GIVE MYSELF EVERYDAY. TAKING TIME TO DO SELF-CARE ALLOWS ME THE OPPORTUNITY TO GIVE MY BEST FOOT FORWARD WHEN TRYING TO DO MY PART TO CHANGE THE WORLD.

SINCE JANUARY 2022, I HAVE SHARED SELF-CARE TIPS AND REQUIRED FRIDAY'S BE SELF-CARE DAYS FOR ALL STAFF, INTERNS, AND VOLUNTEERS. I HOPE THIS WILL START TO BE POPULAR WITHIN SOCIETY.

I HOPE THIS SELF-CARE WORKBOOK MAKES POSITIVE AND IMPACTFUL MOVEMENT IN YOUR LIFE. I CAN'T WAIT TO HEAR YOUR STORIES.



## 3 STEP

# PROCESS

### STEP ONE

REMEMBER WHO YOU ARE. THIS IS A STEP THAT MOST ADULTS FORGET. LIFE IS GOING TO HAPPEN AND YOU CAN'T CHANGE THAT. IN THE MIDST OF CHAOS REMEMBER "YOU".

### STEP TWO

CONTROL THE DAY AND TIME BY MAKING A DEDICATED PLAN FOR THE NEXT DAY. DON'T LET THE DAY GET AHEAD OF YOU. GET AHEAD OF THE DAY.

### STEP THREE

YOU ARE ALLOWED TO GIVE YOURSELF SELF-CARE TIME. WE ARE GIVEN 24 HOURS A DAY. YOU ARE ALLOWED TO HAVE 15 MINUTES OF SELF-CARE TIME WITHOUT GUILT. IF NEEDED, ADD IT TO YOUR DAILY PLAN.



**SELF-CARE**

# INTENSIONS

DAILY AFFIRMATIONS

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TODAY I AM GRATEFUL FOR

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TODAY'S TOP GOALS

01 

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02 

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03 

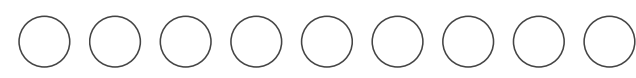
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SCHEDULE


WATER



SLEEP



MOOD



NOTES

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*FILLABLE*

# CHECKLIST

FILL IN THE CHECKLIST SPACES BELOW WITH SELF-CARE ACTIVITIES THAT YOU CAN DO IN THE MORNING AND AT NIGHT.

## MORNING SELF-CARE

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## NIGHT SELF-CARE

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____



# MULTIPLE SECTION

# CHECKLIST

MAKE YOUR WAY THROUGH EACH SECTION, AND TICK THE CHECKBOX FOR EACH STATEMENT ONCE THE TASK HAS BEEN COMPLETED.

## SECTION ONE

- GO ON A DAILY WALK
- JOIN A VIRTUAL OR IN-PERSON FITNESS OR DANCE CLASS
- MEDITATE FOR 10 MINUTES
- TRAVEL TO A NEW LOCAL PLACE
- DOWNLOAD A FITNESS APP

## SECTION TWO

- TRY A NEW RECIPE
- ADD FRUIT TO YOUR BREAKFAST
- EAT YOUR FAVORITE DESSERT
- PUT ON COMFORTABLE PJ'S AND WATCH A MOVIE
- GRAB YOUR FAVORITE SNACK, BOOK, AND BLANKET AND SIT OUTSIDE FOR 30 MINUTES

## SECTION THREE

- CREATE A SPA DAY AT HOME
- BEGIN JOURNALING
- THIS IS FOR A CHECKLIST STATEMENT
- LET YOURSELF CRY
- SAY NO TO A UNWANTED TASK

## SECTION FOUR

- ASK FOR HELP WHEN NEEDED
- LEARN A NEW SKILL
- LEARN A NEW LANGUAGE
- READ A NEW BOOK
- CALL AN OLD FRIEND



# *SMART* GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	<p><u>SPECIFIC</u></p> <p>WHAT DO I WANT TO ACCOMPLISH?</p>	
M	<p><u>MEASURABLE</u></p> <p>HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?</p>	
A	<p><u>ACHIEVABLE</u></p> <p>HOW CAN THE GOAL BE ACCOMPLISHED?</p>	
R	<p><u>RELEVANT</u></p> <p>DOES THIS SEEM WORTHWHILE?</p>	
T	<p><u>TIME BOUND</u></p> <p>WHEN CAN I ACCOMPLISH THIS GOAL?</p>	

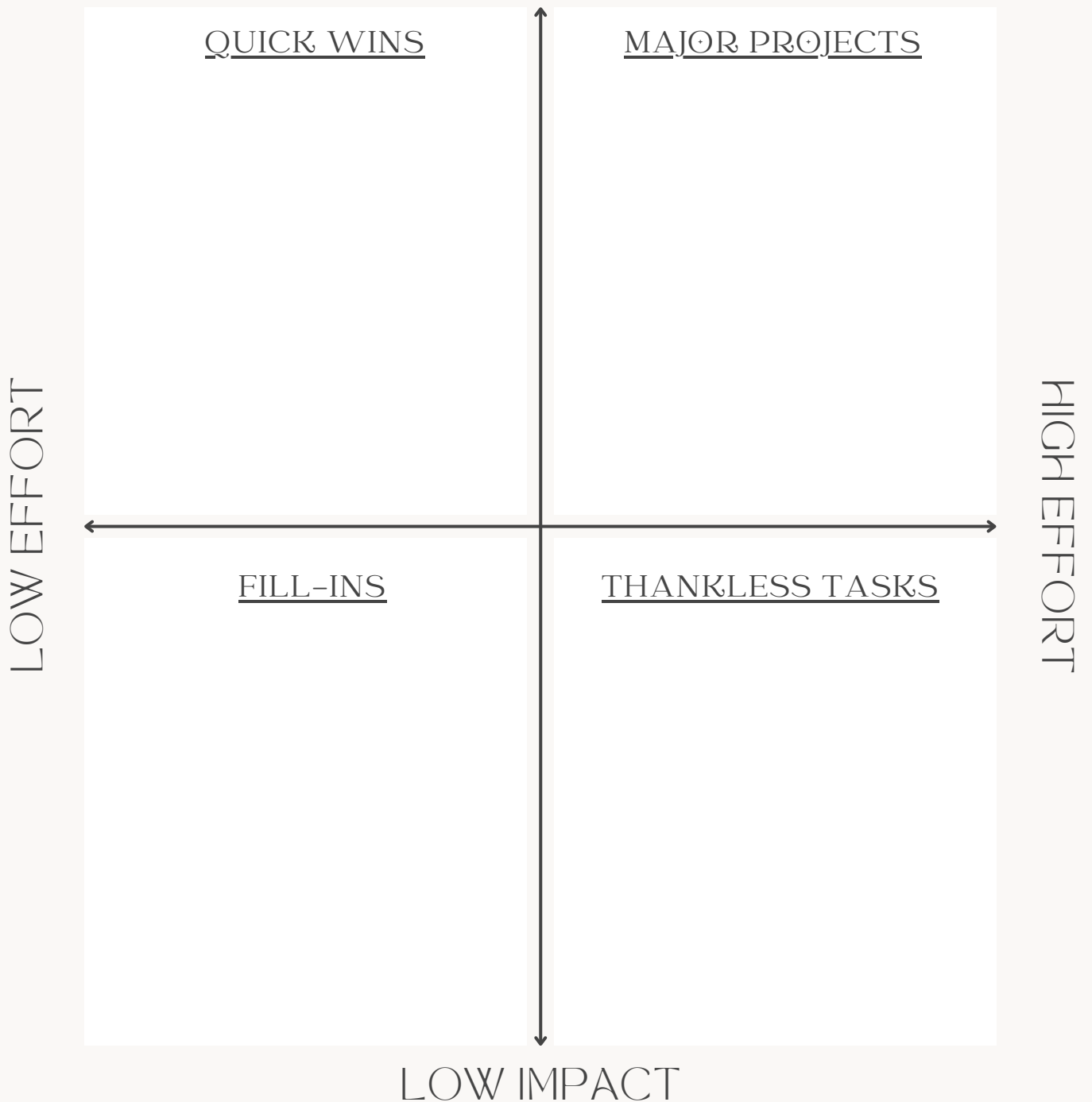


# *ACTION PRIORITY*

# MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.

HIGH IMPACT

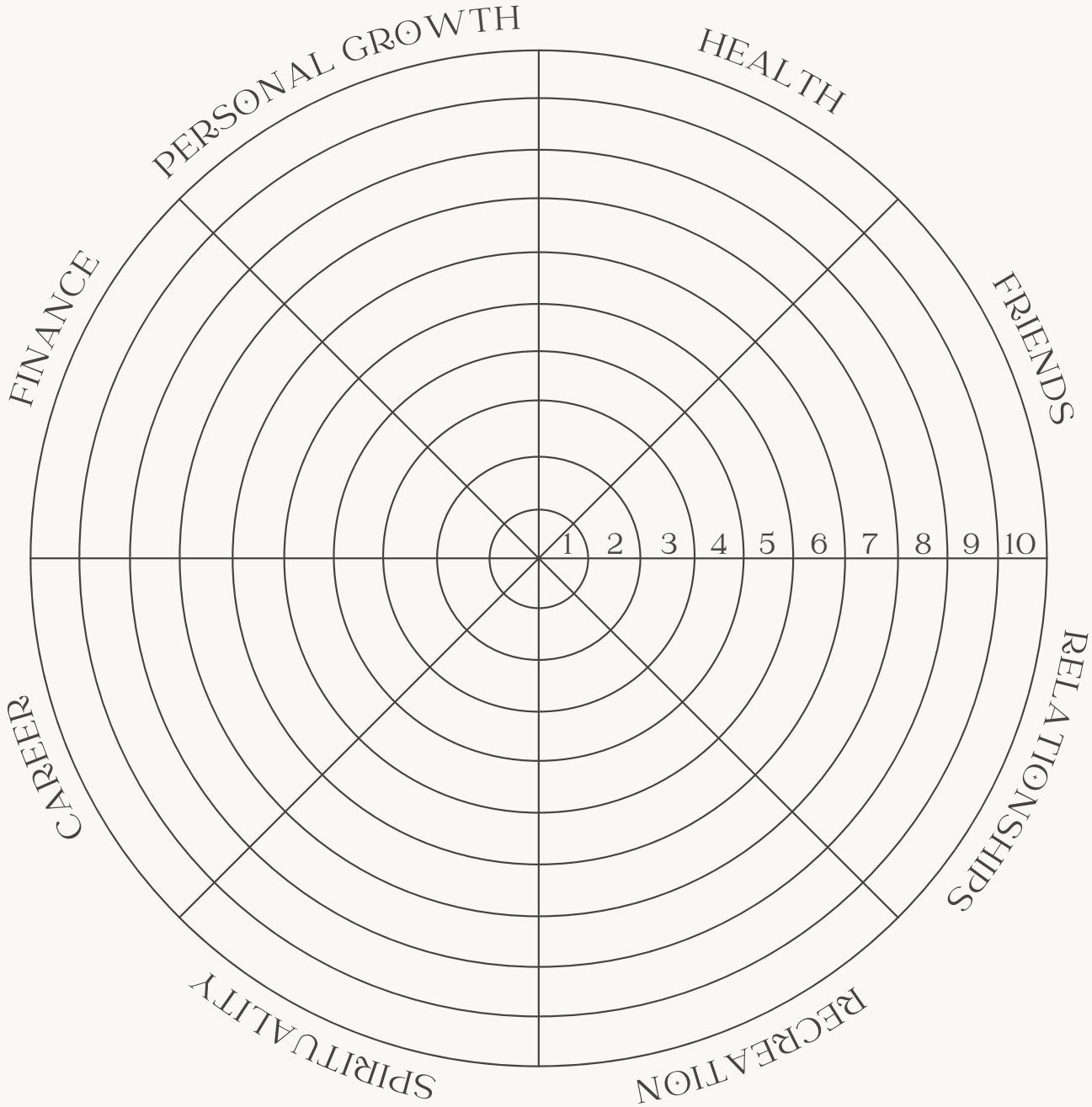




# WHEEL OF

# LIFE

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU BETTER UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT THE 8 LIFE CATEGORIES BELOW, AND RATE THEM FROM 1 - 10.



7 DAY

# HABIT TRACKER

KEEPING TRACK OF YOUR HABITS CAN HELP YOU STAY ON TRACK AND ACHIEVE YOUR GOALS. FILL OUT YOUR TOP 12 GOALS AND MARK THEM OFF EACH DAY YOU SUCCESSFULLY COMPLETE THEM.

WEEK OF: \_\_\_\_\_

HABIT / SELF-CARE STEP

	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES

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# *LIFE* GOALS

FOR EACH OF THE CATEGORIES BELOW, WRITE DOWN THINGS YOU ARE DOING WELL AND WHERE YOU NEED IMPROVEMENT. TAKE THE TIME TO REFLECT ON THESE, AND WRITE A GOAL FOR EACH CATEGORY.

CATEGORY	WHAT I'M DOING WELL	WHERE I NEED IMPROVEMENT	MY GOALS
<i>FAMILY</i>			
<i>FRIENDS</i>			
<i>WORK/ SCHOOL</i>			
<i>BODY</i>			
<i>MENTAL HEALTH</i>			
<i>SPIRITUALITY</i>			



# *WEEKLY GOALS* TRACKER

WEEK OF: \_\_\_\_\_

	MY GOALS	MY FEELINGS	DONE
MON			<input type="checkbox"/>
TUE			<input type="checkbox"/>
WED			<input type="checkbox"/>
THU			<input type="checkbox"/>
FRI			<input type="checkbox"/>
SAT			<input type="checkbox"/>
SUN			<input type="checkbox"/>



# *UNDERSTANDING*

# GOALS

ACHIEVING OUR GOALS IS DEPENDENT ON WHETHER WE TAKE ACTION.  
USE THE TABLE BELOW TO UNDERSTAND THE "WHY" OF YOUR GOALS.

GOAL:

WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



SO, WHY IS THIS GOAL IMPORTANT?



# PRODUCTIVITY PLANNER

## Priorities

Blank space for listing priorities.

## Activities

Blank space for listing activities.

## Notes

Blank space for notes.

06:00

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08:00

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10:00

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12:00

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02:00

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04:00

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06:00

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08:00

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10:00

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MIDNIGHT

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DAILY AFFIRMATION

I GIVE MYSELF  
THE CARE  
AND  
ATTENTION  
THAT I  
DESERVE.

”



**SELF  
CARE  
ISN'T  
SELFISH**



**XOXO**

*Ashley Randolph*