



# Grounding Techniques

[WWW.BEAUTYANDBEASTINBUSINESS.COM](http://WWW.BEAUTYANDBEASTINBUSINESS.COM)

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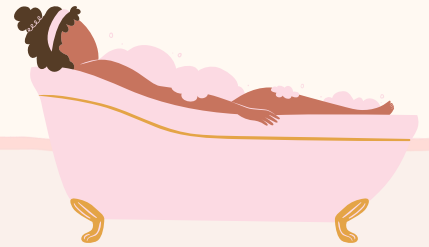
Press Toes into ground  
Put hands on desk  
Squeeze stress ball

## Body



Make favorite drink  
Hold stone  
Listen to white  
noise/music  
Put on comfy clothes

## 5 senses



Take bath/shower  
Light Candle  
Coloring Book  
Reading

## Self Sooth



In head describe details  
of surroundings:  
Birds singing, Office  
Equipment, People

## Observe



Box Breathing  
5-5-5-5  
In, Hold, Out, Hold  
  
Slow breathing and  
count to 60

## Breath



Keep track of 1 to 3 daily  
blessings  
Write words of  
encouragement  
  
Note any triggers  
Reactions  
Results

## Gratitude

# Questions for Self Reflection



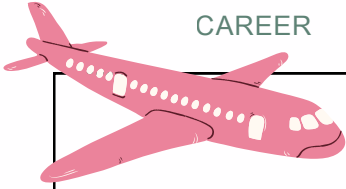
- #1. Do I feel overwhelmed and stressed most of the time?
- #2. Do I have enough time for activities that I enjoy outside of work?
- #3. Am I satisfied with the amount of time I spend with family and friends?
- #4. Do I frequently bring work-related stress home?
- #5. Do I have enough time for regular exercise and physical activity?
- #6. Am I able to get an adequate amount of sleep on a regular basis?
- #7. Do I feel guilty or anxious when I take time off from work?
- #8. Do I frequently cancel or reschedule personal commitments because of work?
- #9. Do I have a clear boundary between work and personal life?
- #10. Do I have opportunities for personal growth and development outside of work?
- #11. Do I have hobbies or activities that help me relax and recharge?
- #12. Do I have enough time for self-care and taking care of my well-being?
- #13. Do I feel like I have control over my schedule and workload?
- #14. Do I find time for activities that promote mental and emotional well-being?
- #15. Do I frequently multitask or bring work-related tasks into my personal time?
- #16. Do I have a support system in place that I can rely on during challenging times?
- #17. Do I feel energized and motivated when I start my workday?
- #18. Do I feel a sense of accomplishment and fulfillment from my work?
- #19. Do I have flexibility in my work schedule to accommodate personal needs?
- #20. Do I frequently take breaks throughout the day to recharge and relax?



# 12 Month Vision Board

TOP PRIORITY: \_\_\_\_\_

CAREER



HEALTH

FINANCES

TRAVEL

HABITS



FAMILY

RELATIONSHIPS



# INTERSPECTION



## Questions to Ask Yourself while setting Goals

**Specific**– “What am I going to do? Why is this important to me?”

**Measurable**– “How will I measure my success? How will I know when I have achieved my goal?”

**Attainable**– “What will I do to achieve this goal? How will I accomplish it?”

**Relevance**– “Is this goal worthwhile? Does this goal fit my values and ethics?”

**Time Bound**– “How many weeks/months will it take me to reach the goal? (Give specific date)”

- What steps do I need to take to move towards the goal? (provide specific actions steps)
- What obstacles may arise while working towards the goal?
- How will I react or pivot to continue moving towards the goal?
- Are there resources or individuals needed to reach the goal?

**START DATE**

| Goal 01 | Purpose & Motivation |
|---------|----------------------|
|         |                      |

[illegible]

| Goal 02 | Purpose & Motivation |
|---------|----------------------|
|         |                      |

[illegible]



|   |                   |
|---|-------------------|
|  | <b>START DATE</b> |
|   |                   |

| Goal 03 | Purpose & Motivation |
|---------|----------------------|
|         |                      |

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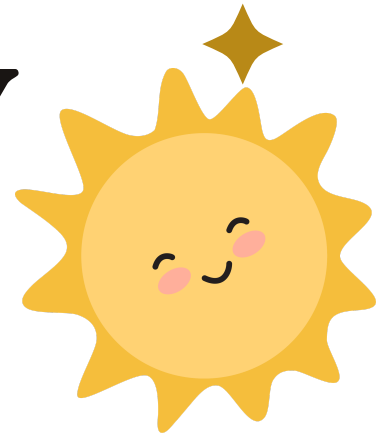
| Goal 04 | Purpose & Motivation |
|---------|----------------------|
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# 30-DAY

## Self Care Challenge



|                          |                               |                                |                          |                                  |
|--------------------------|-------------------------------|--------------------------------|--------------------------|----------------------------------|
| Take a walk outside      | Exercise early in the morning | Listen to a calming song       | Stretch all your muscles | Write your thoughts in a journal |
| Do your skincare routine | Look back at old photos       | Organize your work space       | Join a charity program   | Create a bucket list             |
| Learn a new language     | Play with your pet            | Watch the sunrise or sunset    | Take a warm bubble bath  | Cook your favorite meal          |
| Go on a solo date        | Start a new hobby             | Watch your favorite movie      | Make a vision board      | Practice simple meditation       |
| Try to wake up early     | Tidy up your bedroom          | Eat more fruits and vegetables | Drink a cup of herbal    | Try waking up before 6 am        |
| Limit your sugar intake  | Don't eat processed food      | Spend some time outside        | Create a vision board    | Have a game night                |



# RESOURCES



## **Mentorship:**

- Hispanic Alliance of Career Enhancement: <https://haceonline.org/>
- Association of Latino Professionals of America: <https://www.alpfa.org/>
- Hispanic Federation: <https://www.hispanicfederation.org/about-hispanic-federation/>
- Women in Financial Services: <https://www.wifsnational.org/mentorship>
- Assoc. of Insurance Compliance Professionals: <https://aicp.net/>
- Claims & Litigation Management: <https://www.theclm.org/>

## **Insurance:**

- International Insurance Professionals:  
<https://www.internationalinsuranceprofessionals.org/>
- IEA Training: <https://ieatraining.org/>
- IRMI: <https://www.irmi.com/term/insurance-definitions/insurance-educational-association>
- The Institutes: <https://web.theinstitutes.org/>

## **Financial Education:**

- Hispanic Federation: <https://www.hispanicfederation.org/our-work/economicempowerment/financial-education-resources/>
- Hispanic Wealth : <https://hispanicwealthproject.org/asset-ownership/new-financial-literacy-boost-opportunities-latinos>
- Shenix; <https://shenix.app/about-shenix/>
- Intuit: <https://education.intuit.com/learner>
- In Charge Financial Solutions: <https://www.incharge.org/financial-literacy/>

## **Self-Health:**

- National Alliance for Hispanic Health: <https://www.healthymamericas.org/>
- Latinx Therapy: <https://latinxtherapy.com/>
- National Institute of Mental Health: <https://www.nimh.nih.gov/health/publications>
- Help Guide: <https://www.helpguide.org/>





notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



notes

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