



Grounding Techniques



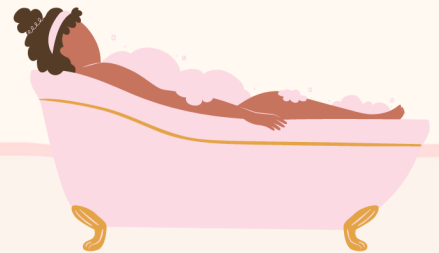
Press Toes into ground
Put hands on desk
Squeeze stress ball

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



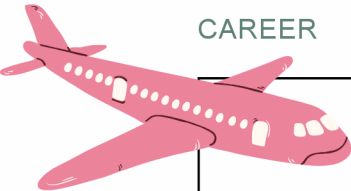
- #1. Do I feel overwhelmed and stressed most of the time?
- #2. Do I have enough time for activities that I enjoy outside of work?
- #3. Am I satisfied with the amount of time I spend with family and friends?
- #4. Do I frequently bring work-related stress home?
- #5. Do I have enough time for regular 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?



2025 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?



ANNUAL Goal Planner

 YEAR
2025

Goal 03	Purpose & Motivation

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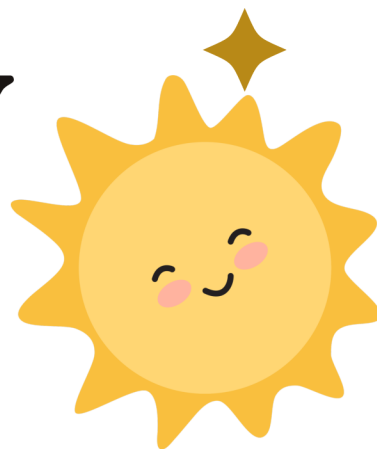
Goal 04	Purpose & Motivation

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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

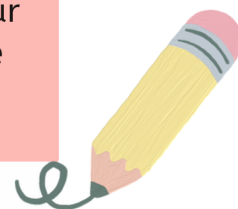
Limit your sugar intake

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.healthyamericas.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

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