

## Self-Care: Finding the Time

*"The greatest weapon against stress is our ability to choose one thought over another."*  
-William James

### If you have **10** minutes...

|   |  |
|---|--|
| Write in a journal  | Call or spend time with a friend   |
| Meditate  | Tidy your work area  |
| Assess your self-care   | Draw a picture   |
| Watch a sunrise or sunset   | Dance  |
| Listen to soothing sounds   | Surf the web for inspiring quotes  |
| Read something for pleasure   | Eat a meal with family or friends  |
| Review the past few hours to list 3 things you are grateful for and what has been sacred to you | Take some quiet time to reflect on what you need from others in your life and how you can ask for help |
| Talk to a friend, family member, or co-worker about a problem or frustration                    | Plan a meeting/celebration to acknowledge an accomplishment or milestone                               |
| Discuss training opportunities with your supervisor   | Take a brisk walk at your lunch break or when you get home from work                                   |
| Take some quiet time in the TMC Chapel or another quiet place.                                  | Add things to your work area that bring you joy- plants, photos, inspiring or funny quotes             |

### If you have **30** minutes...

|  |  |
|--|--|
| Get a massage  | Exercise vigorously  |
| Eat lunch with a co-worker   | Take a bubble bath   |
| Read non-related work literature   | Go for a walk and spend time in nature   |
| Go shopping for something fun  | Practice yoga  |
| Watch your favorite TV show  | Play a game with family/friends  |
| Listen to your favorite album  | Cook a meal  |
| Write a positive letter or email to someone  | Discuss self-care, burnout, or compassion fatigue at a staff meeting                   |
| Have a "walking" meeting where you walk with colleague rather than meet in an office | Attend first Friday concert, view the art at TMC, go to Farmers Market                 |
| Spend time in a garden, go for walk in nature  | Visit a friend you haven't seen in a while   |
| Write down your goals and dreams   | Read a story of someone who has faced adversity and overcome it with resilience & hope |
| Volunteer for a cause you feel strongly about  | Spend time with those you love   |
| Play with a child  | Use transitions to/from work as "sacred space"   |

## Self-Care: Finding the Time

*Self-care does not have to be time consuming. As nice as it would be to take a 3 week vacation to a tropical island, most of us do not have the time or resources for that. Below are some tips for using the time you do have effectively.*

### If you have **2** minutes...

|  |   |
|--|---|
| Take a few deep breathes   | Doodle  |
| Do some stretches  | Acknowledge one of your accomplishments   |
| Daydream   | Say no to a new responsibility  |
| Share a smile or laugh with a coworker                                       | Complement yourself   |
| Look out the window  | Spend time with your pet  |
| Let someone know that you may need some time to talk later in the day.       | Leave a message or send an email to someone important to you, letting them know you are thinking of them. |
| Read or tell a good, appropriate joke  | Do an "Act of Kindness", no matter how small or humble  |
| Make coffee  | Sign up for a training opportunity  |
| Note a strength or quality you value in someone else and share it with them. | Suck on a peppermint or a stick of gum  |
| Have a cup of tea, coffee or a refreshing drink                              | Look at a photo of someone you love   |

### If you have **5** minutes...

|   |  |
|---|--|
| Listen to music   | Have a cleansing cry   |
| Chat with a coworker  | Sing out loud  |
| Jot down your dreams  | Step outside for fresh air                                       |
| Enjoy a healthy snack   | Check in with family/friends                                     |
| Look at pictures of loved ones                                | Send an email that has been nagging you.                         |
| Have a conversation with someone you don't normally work with | Schedule a team meeting  |
| Straighten up your desk or work area                          | Massage your forehead or hands                                   |
| Take a brisk walk to drop off something to another department | Run in place, do some jumping jacks, or touch your toes 10 times |
| Think of three things for which you are grateful.             | Take a spiritual break   |
| Have a piece of dark chocolate                                | Take a quick break from technology                               |