SELF-CARE TOOLBOX



FOR WOMEN IN RECOVERY

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INTRODUCTION

Professional self-care is an essential skill for everyone in recovery to practice. This book provides some of the important elements of self-care for consideration. You can do all of them or just a few of them.

We hope you will find many ideas and resources in these pages to help you maintain and enhance your well-being in all the important domains of your life, now and in the future.

WHAT IS SELF-CARE AND WHY IS IT IMPORTANT?

First, let's start with what self-care is not. Self-care is **not** decadence—it's not going to spas or spending exorbitant amounts of money on tropical vacations or fancy restaurants. Unfortunately, many companies try to capitalize on the phrase self-care and it becomes these images of self-indulgence.

In reality, self-care refers to activities and practices that people engage in on a regular basis to reduce stress and maintain and enhance short- and long-term health and well-being. Self-care is necessary for people to be effective and successful in life.

SELF-CARE: AN IMPORTANT PART OF RECOVERY

A life in active addiction can quickly lead to self-neglect. The stress, poor diet, and lack of exercise that come with addiction can go hand-in hand with negative emotions.

Once you enter recovery, a high level of self-care becomes central to your long-term success.

Addiction negatively affects your mood, motivation, self-perception, and sense of well-being. Most people initially use substances to reduce stress, cope with negative emotions, escape boredom, feel better or just not feel so sick. Once an addiction develops, stress, negative emotions, and boredom become major triggers for use.

Successful addiction recovery requires replacing the use of drugs or alcohol with healthier alternatives. It requires staying ahead of triggers and having the energy and skills to deal with unpleasant emotions and situations. A lack of self-care leaves you vulnerable to negative feelings and saps your motivation. If you're not taking care of yourself, your mood suffers, your concentration decreases, and your ability to cope with cravings and triggers is compromised.

A high level of self-care helps you maintain a stable mood, and it leads to more energy and motivation and better coping abilities. Just one small act of self-care can snowball, leading to other healthy decisions that give you self-confidence and improve your sense of health and well-being.

COMMON AIMS OF SELF CARE

Self-care affects your overall well-being by maintaining and enhancing all the domains of your life. Although everyone differs in the domains we emphasize and the balance we seek in life, there are common aims to almost all self-care efforts:

- Taking care of physical and psychological health
- Managing and reducing stress
- Honoring emotional and spiritual needs
- Fostering relationships
- Maintaining an equilibrium between personal, school, and work life



DEVELOPING A PERSONALIZED SELF-CARE PLAN

There is no universal self-care plan. Each of us has to develop our own plan given that we each bring our own unique life history, stressors, and challenges, as well as goals and aspirations. These factors influence the kinds of challenges we confront day-to-day, as well as how we respond to them and manage them. Each of us also tends to have our own strategies to manage stress. In some cases, we developed these coping strategies consciously and intentionally and sometimes these strategies may be less than optimal for our long-term health and well-being.

COMMON OBJECTIVES

Despite the uniqueness of our individual self-care needs, there are objectives common to any plans. The materials contained on the sections below will help you jump-start your personalized self-care plan.



TO WHAT EXTENT ARE YOUR COPING MECHANISMS CAUSING STRESS?

The way you manage stress can have a big impact on your health and well-being. Below are behaviors that affect stress levels. Check the boxes that apply to you. Assessing how well you take care of yourself can help you manage your stress in the future. To score, give yourself 1 point for every **Yes** and then look at the count of **Yes** items in each column. What is working well? What needs to change?

When you are under stress, do you:	Yes	No	When you are under stress, do you:		No
Smoke/use tobacco			Engage in physical activity at least three times a week for 30 minutes each day		
Drink a lot of coffee or caffeinated drinks (more than 2-3 cups per day)			Get six to eight hours of sleep every night		
Drink alcohol (more than recommended levels of 1-2 per day)			Maintain a sense of humor		
Use over-the-counter, prescription medications or illicit drugs to sleep, numb out or destress			Make time to relax		
Overeat or under eat			Maintain good eating habits		
Spend too much money (e.g., do you have a lot of credit card debt and have trouble making payments?)			Play		
Watch too much television (more than 3-4 hours per day)			Maintain healthy rituals and routines		
Have angry outbursts			Be optimistic. Engage in positive thinking		
Withdraw from people			Spend time with family Spend time with friends		
Ignore or deny stress symptoms			Make plans for the future		
Engage in self-destructive Relationships			Reward yourself for your Accomplishments		
These are negative self-care behaviors			These are positive self-care behaviors		

(Source: Unknown)

SELF-CARE ASSESSMENT

This tool provides suggestions for self-care. You may need to add areas of self-care that are relevant for you and rate yourself on how often and how well you are taking care of yourself these days. When you complete the tool, look for patterns in your responses. Which activities are you strong in? Which activities do you want to strengthen?

RATE THE FOLLOWING AREAS ACCORDING TO HOW WELL YOU THINK YOU ARE DOING:

3 =I do this well (e.g., frequently)
2= I do this adequately (e.g., occasionally)
1 = I barely or rarely do this
0 = I never do this
? = This never occurred to me
Physical Self-Care
Eat regularly (e.g. breakfast, lunch, and dinner)
Eat healthy
Exercise
Get regular medical care for prevention
Get medical care when needed
Take time off when sick
Get massages
Dance, swim, walk, run, play sports, sing, or do some other fun activity
Take time to be sexual- with myself, with a partner
Get enough sleep
Wear clothes I like
Take vacations
Other

Psychological Self-Care
Take day trips or mini-vacations
Make time away from telephones, email, and the Internet
Make time for self-reflection
Notice my inner experience- listen to my thoughts, beliefs, attitude, feelings
Have my own personal psychotherapy
Write in a journal
Read literature that is unrelated to work
Do something at which I am not expert or in charge
Attend to minimizing stress in my life
Engage my intelligence in a new area, e.g., go to an art show, sports event, theater
Be curious
Say no to extra responsibilities sometimes
Other
Emotional Self-Care
Spend time with others whose company I enjoy
Stay in contact with important people in my life
Give myself affirmations, praise myself
Love myself
Re-read favorite books, re-view favorite movies
Identify comforting activities, objects, people, places and seek them out
Allow myself to cry
Find things that make me laugh
Express my outrage in social action, letters, donations, marches, protests
Other:

Psychological Self-Care
Make time for reflection
Spend time in nature
Find a spiritual connection or community
Be open to inspiration
Cherish my optimism and hope
Be aware of non-material aspects of life
Try at times not to be in charge or the expert
Be open to not knowing
Identify what is meaningful to me and notice its place in my life
Meditate
Pray
Sing
Have experiences of awe
Contribute to causes in which I believe
Read inspirational literature or listen to inspirational talks, music

____ Other:

Relationship Self-Care	
Schedule regular dates with my partner or spouse	
Schedule regular activities with my children	
Make time to see friends	
Call, check on, or see my relatives	
Spend time with my companion animals	
Stay in contact with faraway friends	
Make time to reply to personal emails and letters; send holiday cards	
Allow others to do things for me	
Enlarge my social circle	
Ask for help when I need it	
Other: Workplace or Professional Self-Care	
Take a break during the workday (e.g. lunch)	
Take time to chat with co-workers	
Make quiet time to complete tasks	
Identify projects or tasks that are exciting and rewarding	
Set limits with clients and colleagues	
Balance my caseload so that no one day or part of the day is "too much"	
Arrange work space so it is comfortable and comforting	
Get regular supervision or consultation	
Negotiate for my needs (benefits, pay raise)	
Have a peer support group	
(If relevant) Develop a non-trauma area of professional interest	
Overall Balance	
Strive for balance within my work-life and work day	
Strive for balance among work, family, relationships, play, and rest	

Other Areas of Self-Care

Adapted from Saakvitne, Pearlman, & Staff of TSI/CAAP (1996). Transforming the pain: A workbook on vicarious traumatization. Norton.

For women in recovery, we often take care of others around us like children, partners, family members. It is important to make sure that we do not get compassion fatigue- meaning we stop being sensitive to those you need us.

WAYS TO AVOID COMPASSION FATIGUE

I can:

- 1. Have a manageable day, know and set boundaries and limits.
- 2. Use as many "others" as possible in caring for others
- 3. Take a "Mental Health Day" when needed.
- 4. Laugh, joke, have time to unwind.
- 5. Have a holistic approach to taking of care myself mind, body, feelings, spirituality. Let go, do not allow stress or take on others' stress, reduce anxiety, recognize choices.
- 6. Read materials and go to workshops and training seminars related to compassion fatigue.
- 7. Be assertive with feelings and concerns.
- 8. Let people know my limits.
- 9. Process, talk things out. Talk to a healthcare professional if needed.
- 10. Stay organized.

(Adapted by Lisa D. Butler, PhD from materials provided by the Social Work Department of Rosewell Park Cancer Institute. http://rosewellpark.org)

TEN WAYS TO UNTWIST YOUR THINKING*

- 1. **Counter the Distortion**: Write down your negative thoughts so you can see which of the cognitive distortions you're involved in. This will make it easier to think about the problem in a more positive and realistic way.
- 2. **Examine the Evidence:** Instead of assuming that your negative thought is true, examine the actual evidence for it. For example, if you feel that you never do anything right, you could list several things you have done successfully.
- 3. **The Double-Standard Method**: Instead of putting yourself down in a harsh condemning way, talk to yourself in the same compassionate way you would talk to a friend with a similar problem.
- 4. **The Experimental Technique:** Do an experiment to test the validity of your negative thoughts. For example, if, during an episode of panic, you become terrified that you're about to die of a heat attack, you could jog or run up and down several flights of stairs. This will provide that your heart is healthy and strong.
- 5. **Things in Shades of Gray**: Although this method might sound drab, the effects can be illuminating. Instead of thinking about your problems in all-or-nothing extremes, evaluate things on a range from 1 to 100. When things don't work out as well as you hoped, think about the experience as a partial success rather than a complete failure. See what you can learn from the situation.
- 6. **The Survey Method:** Ask people questions to find out if your thoughts and attitude are realistic. For example, if you believe that public speak anxiety is abnormal and shameful, ask several friends if they ever felt nervous before they give a talk.
- 7. **Define Terms:** When you label yourself "inferior" or "a fool" or "a loser", ask, "What is the definition of 'a fool'?" You will feel better when you see that there is no such things as "a fool" or "a loser".
- 8. **The Semantic Method:** Simply substitute language that is less colorful and emotionally loaded. This method is helpful for "should statements". Instead of telling yourself "I shouldn't have made that mistake", you can say, "It would be better if I hadn't made that mistake".
- 9. **Re-attribution:** Instead of automatically assuming that you are "bad" and blaming yourself entirely for a problem, think about the many factors that may have contributed to it. Focus on solving the problem instead of using up all you energy blaming yourself and feeling guilty.
- 10. **Cost- Benefit Analysis:** List the advantages and disadvantages of feeling (like getting angry when your plane is late), a negative thought (like "no matter how hard I try, I always screw up") or a behavior pattern (like overeating and lying around in bed when you're depressed). You can also use the Cos-Benefit Analysis to modify a self-defeating belief such as "I must always try to be perfect."

*Copyright 1989 by David Burns, M.D. from *The Feeling Good Handbook*

PERSONALIZED SELF-CARE PLAN WORKSHEET

Using the answers from the Self-Care Assessment, list those activities within each dimension of self-- care on this worksheet. Identify new strategies that you will begin to incorporate as part of your ongoing maintenance self-care plan.

On the last page identify barriers that might interfere with ongoing self-- care, how you will address them, and any negative coping strategies you would like to target for change.

MIND	BODY
What am I doing well?	What am I doing well?
What do I want to keep doing?	What do I want to keep doing?
What do I want to stop doing?	What do I want to stop doing?
What do I want to start doing?	What do I want to start doing?
EMOTIONS	SPIRIT
EMOTIONS What am I doing well?	SPIRIT What am I doing well?
What am I doing well?	What am I doing well?

ACTION AND MAINTENANCE SELF-CARE PLAN WORKSHEET

Barriers to maintain my self- care strategies	How will I address these barriers and remind myself to practice self-care
Mind	Mind
Body	Body
Emotions	Emotions
Spiritual	Spiritual
Negative coping strategies I would like to use less	What will I do instead
or not at all	
or not at all	
or not at all	Mind
	Mind
Mind	
Mind Body	Body

Adapted from materials from Shirley Reiser, LCSW, Lisa D. Butler, PhD and Sandra A. Lopez, LCSW, ACSW

CREATING AN EMERGENCY SELF-CARE PLAN

We create and practice emergency preparation plans for many issues that we may encounter in our work, you deserve to make time for your own emergency plan, so it is there when you need it most.

Your plan will be most helpful to you if you include three areas: what to do, what to think, and what to avoid

 Make a list of what you can do to help you relax or calm down when you are upset the will be good for you. 				
	Examples include: Deep breathing Music relaxation Music Reading for fun Exercise Taking a walk			
2. What do I like to do when I'm in a good mood?				
List all the things you like to do so you remember what they something to do.	Examples include: Laugh Exercise Music Talk to a friend Take a bubble bath Walk outside			

3.	What can I <u>do and think</u> that will help through the day	?
		Examples include: Avoid too much caffeine if feeling anxious Remember to breathe Watch my thoughts Stay in the moment Read inspirational quotes
4.	Other: What else do YOU need to do that is specific to	YOU?
5.	What can I do and think that will help through the day	?
0 0 0 0 0 0	Who can I call if I am feeling depressed or anxious? Who can I call if I am lonely? Who will come over to be with me if I need company? Who will listen? Who will encourage me to do something positive? Who will remind me to follow my self-care plan? Other:	Examples include: Friends Sponsor Sibling Parent or Relative Therapist Spiritual Leader

	e a list of positive things to say	to yourself	when you are giving yourself a hard	
time.		Examples Negative self-talk: "I will never get everything done; that proves that I am not good enough." CHANGE to: "I complete 5 tasks on my "to do" list today. I will work on being more realistic about what I can accomplish each day." Negative self-talk: "I can't get all this work done. I should just quit." CHANGE to: "I will develop a schedule so that I can get this all done." "I can check with my supervisor and colleagues for ideas." "I can get some feedback from others that might help me to complete a realistic set of tasks." Think about what you would say to a woman at Horizons with similar struggles and apply it to yourself.		
7. Next, make	e a list of <u>who and what to avo</u>	id when yo	u are having a hard time.	
			Examples of who to avoid: I am discouraged about my late notes. I won't call my best friend because she'll just tell me not to worry about it and quit work. Examples of what to avoid: Staying at work too late.	
•	can be supportive of helpful without the specific issue you are dec	•	ation. Go to the ones who can be	
· ·	plan on a piece of paper and ke ook at it often. Add good ideas		ur purse/wallet and on your phone if	
Adapted from ma	terials developed by E.S. Rinfrette, Ph	nD, LCSW-R		

BUILDING YOUR SOCIAL LIFE BOAT

A social lifeboat is like a social support network. Both of these are different from a support group in which people facing common issues share their concerns on a regular basis (and which may be peer or professionally led or free-form), though both can be very important in times of stress. There are huge benefits in having a network of supportive relationships. Research has repeatedly shown that those with positive support networks have better health, live longer lives, and report higher well-being.



Friends and loved ones can make you more resilient in times of stress, setback, or loss and they can also make the good times immeasurably better. In addition to buffering stress, some friends can even help you identify when you are stressed or distressed -in some cases they may notice it before you do.

Other practical benefits to having supportive relationships may include knowing people who can provide you with information, advice, guidance, and assistance. This feature of social support can be comforting and enhance your feelings of security.

Supportive relationships can also bolster you emotionally when you're feeling down or overwhelmed. Friends and loved ones will listen to your fears, hopes, and dreams, and make you feel seen and understood. They can help you think through alternatives and solve problems, and they can distract from your worries when that is what's really needed. In doing all this they provide encouragement and lower your stress and feelings of loneliness.

The following is a worksheet you can use to look at your how well you are sustaining your current relationships and ways to think about improving your social life boat.

BUILDING YOUR SOCIAL LIFE BOAT ACTIVITY

Rate the following areas according to how well you think you are doing:

2 = 1 do thio well (o a from on the)				
3 = I do this well (e.g., frequently)				
2 = I do this adequately (e.g., occasionally)				
1 = I barely	or rarely do this			
0 = I never	do this			
? = This nev	er occurred to me			
	•	your relationships. nank them for all the	•	nd family how
□ 3	□ 2	□ 1	□ 0	□ ?
-	vitations. Doing the	s, texts, and emails in esse things is not only		(when possible) and eople know they
□ 3	□ 2	□ 1	□ 0	□ ?
Be available when you're needed. Be a good listener and allow your friend to confide freely and without being judged. Let them know you are in their corner. Ask what you can do to help.				
□ 3	□ 2	□ 1	□ 0	□ ?
Accept their help. Some people find it hard to accept support, preferring to be the one always offering it instead.				
□ 3	□ 2	□ 1	□ 0	□ ?

succeed. If you find		ittle jealous too, yo	one you will be excit u can acknowledge t	=
□ 3	□ 2	□ 1	□ 0	□ ?
Keep the lines of conhealthy, happy rela	=	n. Open, honest com	nmunication is the lif	feblood of
□ 3	□ 2	□ 1	□ 0	□ ?
Whatever the case, yours).	accept apologies g	raciously (as you w	vould hope others w	ould accept
□ 3	□ 2	□ 1	□ 0	□ ?
Respect needs and interaction they no		on has their own se	tting for how much	social
□ 3	□ 2	□ 1	□ 0	□ ?

What are three ways that I want to improve my social life boat?

Adapted from material written by L.D. Butler, PhD

WAYS TO CARE FOR YOU

Once you have identified the domains of self-care that you would like to put more emphasis on, you can start taking steps to bring your vision into reality. The activities and exercises listed below are examples of ways you can maintain your physical health, decrease your stress, increase your relaxation and managing some challenging situations.



HEALTHY EATING

Healthy eating is the foundation for your physical health and is related to your emotional health too.

NAME:	My Plate
PURPOSE:	Educational
LINK:	https://www.choosemyplate.gov
DESCRIPTION:	Nutritional instruction as well as resources to implement and add healthy changes to meals.

NAME:	HelpGuide
PURPOSE:	Educational
LINK:	https://www.helpguide.org
DESCRIPTION:	Resources for mental health support and wellness

PYSCHICAL FITNESS

Getting regular physical exercise and taking steps to protect you from contracting colds and flu bugs are fundamental aspects of self-care. Walking 30 minutes a day has been shown to have important health benefits.

NAME:	North Carolina TrailLink
PURPOSE:	Interactive
LINK:	https://www.traillink.com/state/nc-trails/
DESCRIPTION:	Interactive map to connect you to walking and hiking trails in the area

NAME:	American Heart Association Recommendations for Physical Activity in Adults and Kids
PURPOSE:	Guidelines
LINK:	https://www.heart.org/en/healthy-living/fitness/fitness-basics/aha-recs-for-physical-activity-in-adults
DESCRIPTION:	Recommendations for how much physical activity we need to be healthy

NAME:	Centers for Disease Control and Prevention: Physical Activity
PURPOSE:	Guidelines
LINK:	https://www.cdc.gov/physicalactivity/index.html
DESCRIPTION:	Recommendations and tips for staying healthy and incorporating physical activity into daily routine

REDUCING STRESS

There are many ways to begin reducing your stress and some of them only take a few moments.

NAME:	6 Ways to Weave Self-Care into Your Workday
PURPOSE:	Informative
LINK:	https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday
DESCRIPTION:	Tips on ways to manage stress at work and reduce burnout

NAME:	Self-Care Exercises and Activities
PURPOSE:	Resources; Printable PDFs
LINK:	http://socialwork.buffalo.edu/resources/self-care-starter-kit/self-care-assessments-exercises/exercises-and-activities.html
DESCRIPTION:	Provides information and resources for managing stress and incorporating self-care into all aspects of life.

TIME MANAGEMENT

One of the most common complaints associated with feelings of stress is, "There's no time!" Use the tips provided below to help you prioritize your time, schedule your time, set goals, and end procrastination.

NAME:	Psychology Today: Time Management
PURPOSE:	Informative; How-To
LINK:	https://www.psychologytoday.com/us/basics/time-management
DESCRIPTION:	Provides information and resources for how to streamline your time and balance your work life.

NAME:	A Brief Guide to Time Management
PURPOSE:	Informative;
LINK:	https://corporatefinanceinstitute.com/resources/careers/soft-skills/time- management-list-tips/
DESCRIPTION:	Provides a guide for time management strategies

TIME MANAGEMENT VISUAL

Below is a visual guide on how to manage time and mitigate stress. Review this when you are feeling overwhelmed and need to reassess your workload feasibility:



(Source: Corporatefinanceinstitute.com)

RELAXATION

Learning how to relax is vital for self-care. There are numerous well-developed techniques you can use.

NAME:	Breathing GIF
PURPOSE:	Immediate Support
LINK:	https://www.calm.com/breathe
DESCRIPTION:	Visual breathing exercise helpful for anxiety or panic attacks

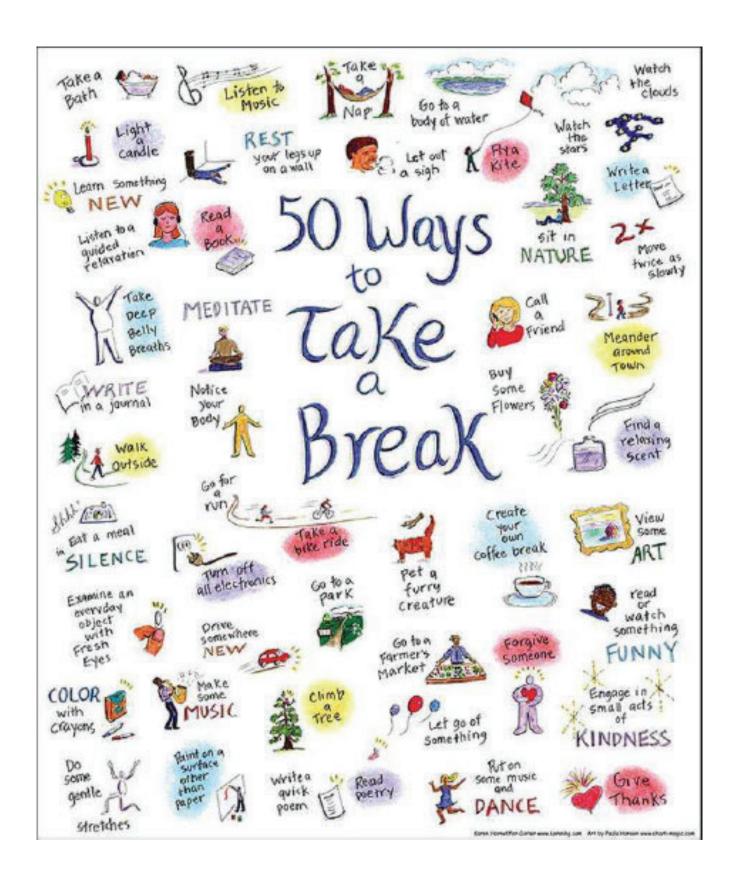
NAME:	Energy Management for Care Providers
PURPOSE:	Activity; PDF
LINK:	http://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/exercises/energy-management-for-care-providers.pdf
DESCRIPTION:	Developed by Karl LaRowe, MA, LCSW this pdf provides a grounding exercise to help reduce stress

MINDFULNESS

We teach our women these skills and they can be helpful to us too!

NAME:	The Guided Meditation Site
PURPOSE:	Blog Site; Resources
LINK:	https://www.the-guided-meditation-site.com
DESCRIPTION:	Provided resources related to mindfulness including guided meditations

NAME:	Mindfulness Exercises
PURPOSE:	Information; Activity
LINK:	http://www.livingwell.org.au/mindfulness-exercises-3/
DESCRIPTION:	Website with mindfulness exercises to reduce feelings of anxiety



NOTES OR RESOURCES FOR MYSELF