

Self-Care Checklist¹

In order to emotionally sustain yourself through difficult changes, you want to have a strong personal foundation. Your effectiveness will decrease with sleep deprivation, poor nutrition, noise pollution, personal conflicts, financial concerns, and a shortage time to spend with your friends. When you are low on energy by late morning at work, heed the signals. Eliminating or releasing your energy drains will increase the reserves of your most precious resources—your time, your stamina, and your desire to be a great leader.

Check the questions you can honestly respond to with “yes.”

ENVIRONMENT

- Is your office organized so you can find things easily?
- Are your work spaces pile-free?
- Does your home provide you comfort and a peaceful place where you can think?
- Are your appliances at home in working order?
- Do you have back-up systems in case of electric failure, including for your computers, at home and at work?
- Do you maintain your car regularly and is everything working properly?
- Does your home have a smoke detector, fire extinguisher and easy contact to the police?
- Do you keep enough home and office supplies so you don't run out?
- Do you find the colors and wall decor in your home and office pleasing?
- Is the temperature in your home and office comfortable?

PHYSICAL HEALTH

- Do you sleep 6-8 hours every day?
- Is your bed comfortable?
- Does your back feel fine after sitting in your chair at work?
- Do you eat fresh, healthful food almost every day?
- Do you exercise at least three times a week?

- Is your cholesterol count within the normal range?
- Do you drink at least five glasses of filtered water each day?
- Do you drink two or less caffeinated drinks (coffee, tea, sodas) per day?
- Do you keep your sugar-intake to a minimum?
- Do you get a complete medical physical annually?

MENTAL HEALTH

- Do you wake up looking forward to your day?
- Do you take the time to acknowledge what you are grateful for each night?
- Do you take at least two vacations a year that refresh and energize you?
- Do you have someone in your life that hugs you regularly?
- Do you arrive at least five minutes early for your appointments?
- Do you take your time when driving?
- Do you promise only what you can deliver?
- Do you regularly explore new ways of perceiving the world?
- Do you have a good belly laugh at least once a day?
- Do you have at least two friends outside of your immediate family who you feel free to talk with about anything?

MONEY

- Are you debt free or on your way to releasing yourself from debt?
- Do you save at least 10% of your income?
- Do you carry enough cash in your wallet to cover emergencies?
- Do you feel you are compensated adequately for your work?
- Can you recover from a financial disappointment quickly?
- Do you have enough savings to cover a home, car, or health emergency?
- Do you carry enough insurance for your home, car and health?

- Do you invest in your own career development so you can earn more in the future?
- Do you have a special knowledge or skill that gives you job security?
- Do you have a reputable and knowledgeable financial advisor?

RELATIONSHIPS

- Do you have people in your life who encourage your dreams?
- Do you have friends to talk to when you need to relieve your stress?
- Have you said you are sorry to those who feel you have harmed in any way?
- Have you forgiven family members, friends and colleagues for hurting you?
- Have you resolved all of your conflicts so that you don't avoid anyone?
- Do you tell your friends and family how much you care about them on a regular basis?
- Have you stopped trying to fix people?
- Have you disconnected from people who repeatedly disappoint, frustrate, or disrespect you as much as you can?
- Do you feel significant with everyone you come in contact with?
- Do you have a way of recharging your faith in life when you need to?

Tally up the boxes you checked.

TOTAL BOXES CHECKED _____ Date _____

Set goals to achieve the boxes left blank, one box at a time. Start with the category you scored the highest on so you begin on your strongest foot. Work on this checklist until your score reaches at least 45. As your score increases, notice how much your energy increases as well.

¹ Reynolds, M. (n.d). *Self-care checklist*. Retrieved from outsmartyourbrain.com/self-care-checklist