





Intentional Self-Care: Making Time For Your Mental Health

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Connecting Mental Health & Self-Care

You work hard, care for others, and do your best to help those in need. But what about you? Are you getting what you need? It can be both fulfilling and exhausting to put time and energy into helping others. It is important to remember to take time for yourself. Intentional self-care is taking the time to check-in with yourself physically, socially, emotionally, and spiritually to ensure that you are healthy and functioning at your best. Stress is normal and necessary, but it does not have to control your life. In fact, research shows that regularly practicing self-care increases our ability to sustain ourselves and engage in the work we love (Killian, 2008). On the other hand, a lack of self-care contributes to burnout and a decreased ability to accomplish your goals, both personally and professionally.

This manual and guide for intentional self-care includes 17 different strategies to help you maintain health and wellness in your daily life. There are various types of self-care. This manual includes activities that can be as short as 30 seconds or as long as three hours, depending on your personal need and preference. Whether you enjoy exercise, deep breathing, vacations, naps, hiking, or something in between, there is an activity here for you. Self-care is a fun and essential ingredient to a happy life and a healthy mind, so let's get started!



Lifestyle Balance

What is lifestyle balance?

- Lifestyle balance is living day to day in a manner that promotes a healthy physical and mental state. The way you manage your time, health, roles, etc., can lead to a higher quality of life and provide you with balance and a less stressful experience.
- Lifestyle balance has been around for centuries and has been practiced by most cultures and religions for the majority of the world's history.
- Adolf Meyer created a view of mental health called psychobiology. His theory held that lifestyle and biological factors interacted to explain mental illness.
- Adolf Meyer's ideas were the start of stress research in that they recognized the negative health consequences of stressful life circumstances and the importance of lifestyle patterns to both physical and mental health

Why is it important?

- Lifestyle balance leads to health and a positive well-being.
- Identifying lifestyle patterns enables people to manage the demands of everyday life more successfully and therefore promote health, prevent illness, and improve perceived well-being by reducing stress (Meyer's psychobiological perspective).
- Exercise, sleep, and nutritional practices are highly correlated to specific conditions such as hypertension, heart disease, or diabetes.
- Lower levels of mental health are associated with high and low levels of obligation (for example, too many or too few commitments within a specified timeframe).
- Work imbalance creates high levels of stress and reduces work effectiveness.
- More work hours or unusual work schedules often lead to conflict, and career achievement is related to time away from family.
- Work-family balance is associated with quality of life when there is substantial time, involvement, and satisfaction distributed across roles. Those who spend more time on family roles experience higher quality of life than those who spend more time on work roles.

How to have lifestyle balance?

- A good place to start lifestyle balance is to categorize the important aspects of your life:

o Health o Social
o Exercise o Family
o Sleep o Friends
o Nutrition o Personal
o Mental well-being o Hobbies
o Work o Relaxation

- o Leave at work
- Everyone is different. It's up to you to decide what lifestyle balance looks like.
- What area is most stressful? What area gets too little attention? What area gets too much attention?
- Always make time for work, sleep, family/friends, exercise, and your happiness.
- Schedule your day or week in advance. Prioritize.
- Be in the moment

How to Leave Work at Work

Are you constantly mulling over work details after the 5 o' clock hour? Is it hard for you to relax once you get home? Do you dread going back to work the next day? If you answered yes to these questions, you might be struggling with leaving your work at your workplace. Unfortunately, excessively bringing work home has been shown to lead to burnout1. Here are some suggestions of how to effectively reduce taking your work stress home with you.

- Unwind on the commute home. Whether you walk, drive, or ride public transport home after work, use this time to mentally transition between your work life and your home life. Allow yourself time to adjust by gradually shifting thoughts from your work day to other activities.
- 2. Practice mindfulness. On your way home, or whenever you find yourself worrying about work, use your imagination to visualize all the stress and worries of your work blowing away, one by one, into the wind. Distract yourself by noticing the scenery around you and orient yourself to the present moment, leaving anxieties and stress behind you.
- 3. Plan the next day before leaving. Write down your rough plan for the next work day, including a schedule of when to tackle each project so that you aren't worrying about what you will do the next day. Leave this schedule at work when you leave.
- 4. Use humor. Watch your favorite TV show, listen to a funny podcast, read internet memes, or view silly videos online. Fake it 'til you make it: just the act of smiling and laughing can trick your mind into thinking more positively!
- 5. Develop self-care habits. Get excited about things outside of work by creating a weekly schedule of activities. Perhaps you go rock-climbing every Tuesday, get a massage on Wednesdays, and indulge with your favorite treat on Fridays. Getting into a pattern can help take your mind off work schedules in favor of focusing on other things that you love.



1. Cordes, C. L. & Dougherty, T. W. (1993). A Review and an Integration of Research on Job Burnout, The Academy of Management Review, 18(4), 621-656.



Other	Mindful	Social	Intellectual	Psychological	Cultural	Spiritual	Physical	Activity Category
								comes to addr Solitary
								Solitary With Another No Cost Low Cost High Cost Person High Cost
								No Cost
								Low Cost
								Medium to High Cost
								30 seconds to 3 minutes
								30 minutes to 3 hours
								3 hours+
								Other

Self-Care "On the Go"

When you have 3 minutes or less

close your eyes • stretch • pray • listen to a song • send a text • say or write a gratitude list • give a compliment • shift awareness to smell, taste, touch, sight, sound • look up • meditate • make funny faces in the mirror • go outside • take your shoes off • smile at someone • take a walk • make a to do list • make a phone call • dance • free write • look through pictures • tell a story • set up a get-together with someone • update your bucket list • eat a snack or treat • pet an animal • play with a child • pop bubble wrap • take a mental break from the task at hand • deep breathing • do a progressive relaxation exercise • positive selftalk • drink water • set or reflect on a goal • identify your current mood • do some simple exercise • say what you need to out loud • express gratitude to a loved one • aromatherapy • laugh • turn off your cell phone • set a boundary • foster a friendship • decide what's for dinner • sing a song • color • cry • play a quick game on your device • write a thank-you note • scroll on social media • let yourself feel • read something inspirational • eat lunch outside • do a random act of kindness • spend time in silence • cross something off of your list • delete old emails • clean your space • get a hug • journal your emotions • watch a short video •

Staying in the Present

Why should I stay in the present?

- When we are not in the present, we miss out on emotional connections with those around us.
- When we are present we are able to gain new insight and perspectives on the world around us.
- Staying in the present helps eradicate worries we may project onto the future.
- When we focus on the present we are able to focus on the important things around us.

"If you are depressed, you live in the past.

If you are anxious, you live in the future.

But, if you are at peace, you live in the present"

- Lao Tzu

How can I stay in the present?

- Designate a specific time in your day to focus on what's in front of you, whatever that may be (e.g., food, family, surroundings, a book).
- Don't try to multi-task; give 100% to the task at hand.
- Slow down. Savor your experiences.
- Be aware of what you are letting into your mind with social media & other venues that may cause worry.
- Unplug every once in a while and practice being where you are in the present.
- Pay attention to your five senses (hear, taste, touch, see, smell).
- Bring your mind back to the present each time it wanders off.
- Practice, practice!

According to a Harvard University study, almost half of our waking hours are spent NOT living in the moment.



Deep Breathing Strategies

There are several techniques that are often utilized to help reduce stress and anxiety. Deep breathing is a simple technique that can be adapted to many situations. Outlined below are a few different strategies for practicing deep breathing.

4 x 4 Breathing

- Start by finding a relaxing position (if comfortable and possible, close your eyes).
- Take a deep breath through your nose, counting for 4 seconds.
- Hold your breath for 2 seconds.
- Release the breath through your mouth for a 4 second count.
- Hold for 2 seconds.
- Repeat the process.

It is important to focus on your counting during this exercise. This provides something to occupy your thoughts, keep your mind from drifting, and keep you in a rhythm. It is also important to focus on breathing with your abdomen. If your shoulders are rising significantly when inhaling, your breathing remains shallow. This strategy can be modified for use wherever you are. You do not need to close your eyes or breathe loudly. At a red light, waiting in an office, or standing in the grocery store line are all suitable places to practice this technique. It can also be helpful to practice while lying in bed if you find it difficult to fall asleep.

2, 4, 8...

- Start by taking a deep breath in through your nose, counting for 2 seconds.
- Hold the breath for 4 seconds.
- Slowly release the breath through your mouth for a count of 8 seconds.
- Repeat the process.
- When ready, increase the duration. Breathe in for 3 seconds, hold for 6 seconds, release for 12 seconds. Follow this pattern to increase duration according to your own pace and ability.

This technique allows you to increase your ability to take deeper breaths. Some individuals enjoy this strategy to relax and challenge themselves by increasing the time to complete the exercise.

Why This Works

When you engage in deep breathing, you are activating your parasympathetic nervous system. This is the part of the nervous system that slows your heart rate, increases your digestion, and relaxes your muscles. This will naturally counteract your sympathetic nervous system response, which puts your body into fight, flight, or freeze mode. The sympathetic nervous system is often activated when we are under stress. Both systems cannot be activated at the same time.



Progressive Muscle Relaxation

Anxiety produces a stress response in the body. This often includes shallow breathing, a racing heart, and tense muscles. The opposite of the stress response is the relaxation response, which causes you to feel calmer. As you actively focus to breathe deeply and relax your muscles, you can change your body's physiological response to stress and a calmer state of mind will follow.

ROBOT RAGDOLL

Find a comfortable place to sit.

During this exercise, bring your focus to your breathing and your muscles. Allow any other thoughts to float by as you maintain focus.

Step 1 - 4 seconds

Take a deep breath of air through your nose as you count to 4. Feel your lungs filling with air.

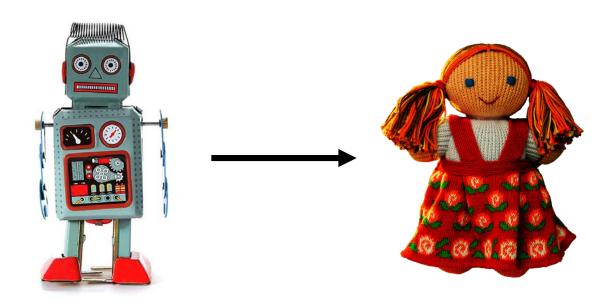
Step 2 – 4 seconds

Hold your breath for 4 seconds, tightening or clenching all the muscles in your body. Imagine you are a tight robot.

Step 3 – 6 seconds

Now, release all the tension in your muscles and allow your body to feel deadweight like a ragdoll. As you relax, breathe out slowly through your mouth for a count of 6.

Step 4 – repeat



The Mental Health Benefits of Exercise

Research has shown that regular exercise CAN:

- Increase resiliency to mental illnesses.
- Help treat current symptoms.
- Prevent future episodes of mental illness.

What problems can exercise help with?

Mental Illness

Depression

Anxiety

Substance Abuse

Bulimia

Alzheimer's Disease

Other

Sleep Difficulties

Stress

Physical Health

Low Energy

Self-Esteem

Beginning an exercise plan is as EASY as 1, 2, 3...

1

Pick an exercise



2

Pick a time



3

30 minutes 3x a week



Pick an exercise you enjoy:

- Weightlifting
- Running
- Biking
- Hiking
- Swimming
- Walking

Sleep Hygiene

Consequences of Not Getting Enough Sleep

- Diabetes
- Cardiovascular Disease
- Stroke
- Obesity
- Depression

Quick Tips For Better Sleep

- Go to bed and wake up at the same time every day!
- Bedroom = cave; quiet, cool, & dark.
- No electronics in bed (the blue light yells, "Stay awake!").
- Avoid large meals, caffeine, & alcohol before bedtime.
- Get physical activity every day!



Time Management

Plan

- Use a to-do list or a daily planner. Writing down your responsibilities will ensure you don't forget anything and reduces stress by allowing you to drop your mental checklist.
- Avoid overloading your schedule. Remember, most projects take longer than anticipated. Leave some time open each day for interruptions or unanticipated events. Don't become a slave to your schedule.
- Avoid procrastination procrastination is stressful! Do things ahead of deadlines.
- Do only one thing at a time. You might feel overwhelmed trying to do too many things at one time.
- Let yourself be less than perfect. If you try to complete every task to perfection, some of your other responsibilities won't get done at all. Focus on completing everything to an acceptable level, and then go back to improve upon your work if you have time.
- Write down distracting thoughts. Save them for a scheduled "worry time" each week where you can give them your full attention.

Prepare

- Prepare for the next day the night before.
- Build up your physical reserves. Have snacks available for on the go if you're in a hurry. By eating nutritiously and regularly throughout the day you give your body the fuel, or energy, you need to get through the day.
- Give yourself time between tasks. Plan on arriving a few minute early for appointments and activities. Bring something to do in case you find yourself waiting. Scheduling some buffer time will help reduce your stress when things inevitably run long.
- Refuel. Never let your vehicle's gas tank go below half a tank so you can avoid running out of gas at an inconvenient time.
- Engage in some form of physical activity for thirty minutes a day. This will fortify your immune system and strengthen your body to better resist any colds or flu that may be going around.
- Get adequate sleep. This helps recharge and energize your mental batteries so that you can think clearly, concentrate, problem solve, and recall important information.

Prioritize

- Prioritize your tasks. Focus on completing the most important and the quickest tasks first. If you have a few "to-dos" that will only take five minutes, knock them out quickly for the peace of mind.
- Balance tasks with fun. Set a time when you will stop working on a task. This could push you to concentrate and stay focused, thus making more efficient use of your time. Reward yourself when you complete a task.
- Assess. Plan to work on the most difficult and important tasks during the day when your energy level is the highest. Do easy tasks when your energy level is low.
- Break large tasks into smaller pieces. This will help you get started, which is often the hardest part.
- Manage distractions. Consider cutting out distractions you don't actually enjoy, and schedule time for the ones you do enjoy. Always set an alarm so you know when to get back to work. If you can't limit your distractions, get away from them. Create clear boundaries between work and play (e.g., put up a "Do Not Disturb" sign on your door, or turn off your phone). Make the changes you need to focus.

Journaling

One of the ways to deal with any overwhelming emotion is to find a healthy outlet in which to express yourself, which makes a journal a helpful tool in managing your mental health.

Journaling can help:

- Manage anxiety.
- Reduce stress.
- Cope with depression.

Journaling helps control your symptoms and improve your mood by:

- Helping you prioritize problems, fears, and concerns.
- Tracking any symptoms day-to-day so that you can recognize triggers and learn ways to better control them.
- Providing an opportunity for positive self-talk and identifying negative thoughts and behaviors.
- When you have a problem and you are stressed, keeping a journal can help you identify what is causing that stress or anxiety. Then, once you have identified your stressors, you can work on a plan to resolve the problems and, in turn, reduce stress.

Try these tips to help you get started with journaling:

- Try to write every day. To encourage yourself to write in your journal regularly, set aside a few minutes every day.
- Make it easy. Keep a pen and paper handy at all times so that when you want to jot down your thoughts, you can. You can also keep a journal on your phone or in a computer file.
- Write whatever feels right. Your journal doesn't need to follow any particular structure. It's your own private arena to discuss whatever you want. Let the words flow freely without worrying about spelling mistakes or what other people might think.
- Use your journal as you see fit. You don't have to share your journal with anyone. If you do want to share some of your thoughts with trusted friends and loved ones but don't want to talk about them out loud, you could show them parts of your journal.

Keeping a journal helps you establish order when your world feels like it's in chaos. It helps you get to know yourself by revealing your innermost fears, thoughts, and feelings. Look at your writing time as personal relaxation time, a time when you de-stress and wind down. Write in a place that's relaxing and soothing—maybe with a cup of tea. Look forward to your journaling time and know that you're doing something good for your mind and body.



University of Rochester Medical Center urmc.rochester.edu/encyclopedia/content.aspx?ContentID=4552&ContentTypeID=1

Setting Life Goals

For each category listed below, write down the things you are doing well and the areas where you need improvement. Then write a goal or two for each category.

Category	What I'm Doing Well	Where I Need Improvement	My Goals
Family			
Friends			
Work/School			
Spirituality			
Body			
Mental Health			

Workplace Support

Identify within yourself what, specifically, you need support with

- Co-worker interactions
- Project support
- Work environment
- Personal expectations

Company Resources

 Many companies have employee resources for mental health, resolving grievances, continuing education, time management, or other related issues. Talk to your human resources supervisor or search your company's website.

How to ask for help/accommodations

- Ask yourself what it is you need. Perhaps you can get the help you seek through personal resources.
- If you think you'll have problems stating your requests, write them down before going in to talk to a manager.
- Try to be specific with what you need: more time on a project, explaining extenuating circumstances, guidance to navigate run-ins with a specific co-worker, etc.
- If you're seeking accommodations due to a specific disability or medical condition, include appropriate documentation.
- Practice if necessary: ask a trusted co-worker to run through the scenario with you and give feedback.

How to navigate an unfriendly/difficult work environment or co-worker

- Ask yourself if there is a real problem. Perhaps it is a clash in personality types. Perhaps your coworker reminds you of someone with whom you've had issues in the past.
- If there is a significant issue, talk to him or her about it. Use "I" statements such as, "I get frustrated when you don't do your part of the project and I have to finish the job. Help me understand how to help you so our responsibilities can be more equal." This type of statement explains how you feel without accusing your co-worker of pushing his/her work off on you.
- If your work environment is negative, try not to add to the negativity. If a particular person seems to delight in "stirring the pot," consider speaking to them privately. They may not be aware that their statements are contributing to the general undesirable feeling in the office.

Being the Support (positive work environment)

- Great leaders are sometimes not the managers or bosses; they are the people to whom others go to for support. According to Goleman (2018), having emotional intelligence in five key areas (self-awareness, self-regulation, motivation, empathy, and social skills) helps you navigate work relationships and become a natural leader.

 $\underline{money.usnews.com/money/blogs/outside-voices-careers/2010/01/27/10-tips-for-playing-well-with-others-at-work}\\ \underline{workplacestrategiesformentalhealth.com/}$

<u>Idaamerica.org/self-advocacy-in-the-workplace-requesting-job-accommodations/</u>

References: Goleman, D. (2018). Emotional Intelligence - Daniel Goleman. [online] Daniel Goleman. Available at: http://www.danielgoleman.info/topics/emotional-intelligence/ [Accessed 27 Jan. 2018].

Why "NO" is "OK"

Social connection and relationships can be some of the most rewarding experiences in our lives. Fulfilling relationships created through service and commitment can last a lifetime. However, are there times when it is okay to turn down a request to hang out? Or to pass up extra work/service opportunities? Self-care may also include the times where we say no in order to say yes when it counts.

I need some me time!

For some people (and maybe, at times, for all of us), being around others can be the thing that is emotionally or physically draining. Often, self-care might be needed simply because we just need a break from all these people! There are moments when our relationships with others becomes difficult to deal with and some serious "me time" is in order. It is important to remember that self-care helps to balance and preserve our relationships and isn't just an excuse to be a hermit. A couple of important tools to remember are setting boundaries and utilizing assertiveness.

Boundaries

Appropriate boundaries lead to greater connection with others and give us the ability to teach people how to respect and treat us. In the context of self-care, boundaries include stepping back and identifying personal or professional relationships that may be unnecessarily taxing. While some relationships may need to be cut out, clear boundaries enable these relationships to continue in a healthier and more fulfilling manner. This may mean there are times when, for your own sake, you decline to do a favor for a friend. Even the act of saying "NO" to external or others' demands can be a form of self-care.

Many books, articles, and online resources discuss the power and necessity of being able to say "no", stating the skill is essential to increasing balance and health in one's life. Take the time to identify individuals or areas in your life where setting specific boundaries will allow you to have the time needed to accomplish what is important for you.

Assertiveness

An essential component in setting boundaries to maintain self-care is the ability to be assertive. Assertiveness is a communication style or skill used to demonstrate self-respect for one's own needs without being aggressive toward or dismissive of other's desires. Essentially, it allows one to understand and respectfully state personal needs while still empathizing with and understanding another's point of reference. Assertiveness makes it possible to say, "I see that you would like my help with this, but right now I need to take care of myself."

Everyone needs to understand their own limitations. Boundaries and limits allow us to take the time needed for ourselves, so that we can truly be there for others.











Emergency Self-Care Kit

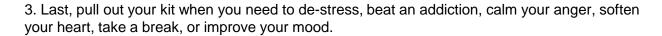
Emotional First Aid How-To

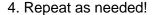
Sometimes when we are feeling lonely, depressed, overwhelmed, unmotivated, rejected, exhausted, or burnt-out, we turn to unhealthy coping strategies that make us feel worse. Creating a 24-hour emergency self-care kit can provide easy access to healthy coping strategies and emotional first aid in times of stress and burnout.

This kit should be tailored to what makes YOU feel good. Even thinking about all the good things you will put in your kit can bring relief and lift your mood. The kit should include enough options that it would help lift your mood for at least 24 hours.

Getting Started

- 1. First, grab a backpack, box, paper sack, or other container.
- 2. Next, fill your kit with items that will help you care for yourself. Here are some ideas about types of items to include:
 - Warm socks
 - Fuzzy blanket
 - Favorite lotion or soap
 - Scented candle or oils
 - Room freshener
 - Perfume samples
 - Pictures of loved ones or favorite memories
 - Favorite treat
 - Favorite book or movie
 - List of people you can call
 - A journal
 - Craft/art/drawing supplies
 - Head massager
 - Inspirational quotes, stories, & poems
 - Music to listen to
 - Money for self-care activities you can go out & do/buy
 - Notes from friends & family





Variations

- Travel-size self-care kit (pencil case, fanny pack, or gallon zip lock bag work!)
- Electronic self-care kit (try the Virtual Hope Box app)



Self-Care Apps

Apps can help you work out, meditate, track fat grams and calories, train your brain, improve your attitude, get better sleep, and even send your latest health information to your physician. Here is an example of a few apps featured by Massage Magazine that you can use to simplify your self-care. For more apps suggestions visit: https://www.massagemag.com/21-self-care-apps-85844/ or http://www.health.com/mind-body/best-self-care-apps.

Lumosity - With this free app you can give your brain a workout, helping improve your memory and problem-solving skills through short, fun games developed by neuroscientists. Access more than 40 games on the web or via any mobile device, and keep track of how your performance improves over time. Play online, or on Android or iOS devices.

SleepBot - SleepBot is a free and simple sleep-tracking app. It keeps tabs on your movement at night, records snoring and other sounds, and has a customizable alarm to wake you up in the morning. Interactive graphs show your sleeping patterns over time. Compatible with Android and iOS devices.

Fooducate - Take this app with you to the grocery store, scan in barcodes, and find out how your favorite foods rate in terms of healthiness. The app assigns each food a letter grade, from A to D, based on its ingredients, nutritional value, sweeteners, additives, preservatives, and more. You can also receive healthy food recommendations based on what you have scanned, and track weight-loss progress. Compatible with Android and iOS devices.

TrailLink - If you enjoy exercising in the great outdoors, this app can point you to more than 30,000 miles of trails to use for your walking, hiking, or running routine. You can browse the app's database for free; registered premium users can also download detailed trail maps that show things like parking lots, restrooms, and water fountains. Compatible with Android and iOS devices.

Stop, Think, Breathe - An award winning meditation and mindfulness app that is proven to decrease anxiety and stress. It allows you to check in with your emotions, and recommends short guided meditations, yoga, and acupressure videos, tuned to how you feel.

Cody - No matter what your fitness interests are—yoga, strength training, weight loss, flexibility—Cody offers a workout plan or bundle that will fit your needs. Each plan contains a set of videobased workouts that you purchase once for lifetime access online via Mac or PC; or download the app on iPhone, iPad, or Android devices.

Headspace - This app, designed to teach you how to meditate, is available in both free and premium versions. Free access includes the Take10 10-minute meditation program, while subscribers get access to Headspace's full content collection on a variety of wellness topics. You can also connect with friends for motivation. Compatible with Android devices and iPhone.



Additional Online Resources

Ted Talks on Self-Care

- "Why We All Need to Practice Emotional First Aid" https://www.ted.com/talks/guy_winch_the_case_for_emotional_hygiene

- "All It Takes Is 10 Mindful Minutes"

https://www.ted.com/talks/andy_puddicombe_all_it_takes_is_10_mindful_minutes?language=en

- "How to Make Stress Your Friend"

https://www.ted.com/talks/kelly_mcgonigal_how_to_make_stress_your_friend?language=en&referrer=p_laylist-the_importance_of_self_care&utm_campaign=tedspread--a&utm_medium=referral&utm_source=tedcomshare

- "Own Your Body's Data"

https://www.ted.com/talks/talithia_williams_own_your_body_s_data?referrer=playlist-the_importance_of_self_care&language=en

Online Self-Care Games

- "Self-Care Mastery"

http://www.sensoryconnectionprogram.com/sensory_connection_self_care_game.pdf

Meditation for Beginners (video)

- "Happify"

https://www.mindful.org/meditation-for-beginners-video/

- "Meditation: Opening and Calming"

https://www.tarabrach.com/meditation-opening-and-calming/

Downloadable Audio Exercises

"Dartmouth Wellness Center"

http://www.dartmouth.edu/~healthed/relax/downloads.html#deep

- "Relaxation Recordings"

https://caps.byu.edu/audio-files