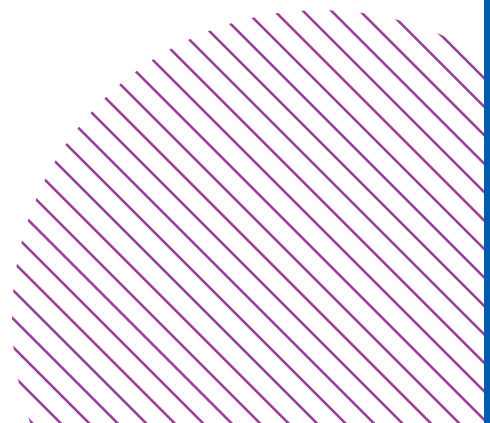


# Self-Care Checklist

Administrative professionals are very good at taking care of others, but when it comes to taking care of themselves, they often fall short. Many know from firsthand experience that this behavior can backfire. After all, when you're burned out, you're no good to anyone!

Self-care is an absolute necessity, not only for your health but also for your productivity, and it's not all about binging Netflix and chowing down on ice cream. Sure, those are options, but there are plenty of other things you can do too! Use this checklist to get some ideas. Don't worry about doing everything...just pick one or two and enjoy the benefits!

- Call an old friend and take turns sharing favorite memories from the past.
- Turn on some music and have a dance party by yourself.
- Write a letter or email to a family member you haven't seen in ages.
- Take a walk in your neighborhood without any distractions—no iPod, no phone. Just your thoughts. Try to notice things you normally miss.
- Do something artistic—paint, draw, write a poem, etc. Vow not to show it to anyone so it doesn't matter how it turns out.
- Organize that junk drawer that drives you nuts!
- Declutter an area in your house. Try to find 10 or more things to donate.
- Have an at-home spa day. Give yourself a facial, manicure and/or pedicure.
- Watch your favorite movie and say all the lines you know by heart out loud.
- Take a long, hot bath or shower and use fancy soaps that smell wonderful.
- Play with a pet—and if you don't have one, offer to pet sit for your neighbors!
- Read a book until you fall asleep.
- Download a meditation app and give it a try. (Calm is a popular, free option.)
- Look through old family photo albums.
- Pull out a notebook and journal about your day, your feelings, your aspirations, your fears, ANYTHING.
- Try a free workout on YouTube! Use the search feature to find yoga, dance, aerobics, kickboxing and more.
- Bake something delicious and share it with a loved one.



# Self-Care Checklist

- Write positive affirmations on post-it notes and stick them around your home and workspace.
- Find a ray of sunshine, sit in it, close your eyes and breathe deep for 10 minutes.
- Take a break from social media for a full 24 hours.
- Remove people from your social media accounts if they don't make you feel good.
- Add some flowers or plants to your workspace.
- Wake up 15 minutes earlier to have quiet time before starting your day.
- Drink plenty of water and non-caffeinated tea to stay hydrated.
- Make a list of 3 things you're grateful for every day for a month and challenge yourself to come up with new things each day.
- Learn something new! Read a book, take a class or just experiment on your own.
- Be a tourist in your own town; go to museums, visit parks, see the sights!
- Get a massage.
- Say "no" to a commitment that doesn't fill you with happiness.
- Go for a drive, with no destination, and sing at the top of your lungs.
- Pick up a hobby you used to love but forgot about.
- Stretch your body.
- Go to bed early or sleep late.
- Plan a vacation to look forward to.
- Burn a candle with your favorite scent.
- Stargaze.
- Watch a sunset or sunrise.
- Stop judging yourself. Don't compare yourself to others. Love yourself.



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