

Ministry Leaders Self-Care Assessment Worksheet

This assessment tool provides an overview of effective strategies to maintain self-care. If you have more items assessed at a 3 or below then you are not taking care of yourself. After completing the full assessment, choose one item from each area that you will actively work to improve.

You must be intentional and schedule/plan time for recovery and restoration.

Using the scale below, rate the following areas in terms of frequency:

5 = Frequently, 4 = Occasionally, 3 = Rarely, 2 = Never, 1 = It never occurred to me

Spiritual

- Read Bible daily
- Daily time in prayer
- Read daily devotional
- Journal insight from Bible, devotional reading, reflections on the day
- Church involvement (more than just attending or working at the church)
- Listen to gospel centered messages/music (podcasts, radio, etc)
- Serve and encourage others
- Start your day with a time of praise and prayer
- End your day with a time of praise and thanksgiving
- Bible study (dig deep)
- Invest time in growing as a disciple
- Join/ form a small group where you can share, pray, learn, invest.
- Make time for yourself and be proactive in using that time for restoration and healing

Physical

- Eat regularly (e.g. breakfast, lunch and dinner)
- Eat healthy
- Exercise (A 30 minute walk three times a week is a great place to start.)
- Get regular medical care for prevention and when needed
- Take your vacation time and truly get away from work during that time
- Dance, swim, walk, run, play sports or do some other physical activity that is fun
- Get enough sleep every night (Sleep deprivation is a huge risk factor for stress/anxiety)
- Take time off – daily retreats, day trips or mini-vacations
- Set boundaries for time away from telephones/email/technology
- Make time for yourself and be proactive in using that time for restoration and healing

Psychological

- Make time for self-reflection but don't stare at the past – just glance and then move forward
- Write in a journal
- Read literature that is unrelated to work
- Do something at which you are not expert or in charge
- Engage your intelligence in a new area - art museum, history exhibit, sports event, auction, theater
- Practice receiving from others
- Start and continue a list of "Thankful for" items/people
- Say "no" to extra responsibilities/activities
- Make time for yourself and be proactive in using that time for restoration and healing

Emotional

- Spend time with others whose company you enjoy
- Stay in contact with important people in your life
- Give yourself affirmations, praise yourself – positive self talk is important for a balanced self image
- Re-read favorite books, review favorite movies
- Revisit comforting activities, objects, people, relationships, places
- Allow yourself to cry
- Find things that make you laugh
- Make time for yourself and be proactive in using that time for restoration and healing

Relational

- Develop friendships that allow you to be yourself
- Share and spend time with your spouse – schedule regular dates
- Share and spend time with your children
- Spend time in social settings
- Develop a network of close friends that you can reach out to in a time of need
- Make time to see friends
- Call, check on, or see my relatives
- Spend time with my companion animals
- Stay in contact with longtime friends
- Make time to reply to personal emails and letters; send holiday cards
- Allow others to do things for me
- Ask for help when I need it
- Make time for yourself and be proactive in using that time for restoration and healing

Workplace or Professional

- Take a break during the workday (mini-retreats)
- Take time to talk with co-workers
- Set boundaries with your members/clients and colleagues
- Balance your workload so that no one day or part of a day is “too much”
- Arrange your work space so it is comfortable and comforting
- Get regular supervision or consultation
- Have a peer support group
- Say “No” to something you could do but don’t have to do
- Make time for yourself and be proactive in using that time for restoration and healing

Adapted from: Transforming the Pain: A Workbook on Vicarious Traumatization. Saakvitne, Pearlman & Staff of TSI/CAAP (Norton, 1996)

