

Checking Your Basic Needs @ Work Checklist			
Adapted from Life Makeovers (2000) by Cheryl Richardson			
Self-Care @ Work	Yes	No	Comments/Reflections
Do I take a lunch break every day and do something unrelated to work?			
Do I work reasonable hours?			
Do I schedule “breathing room every day so I can step back, and reevaluate my priorities.			
Is my office free of clutter?			
Do I have adequate lighting and clean air?			
Do I delegate work to free my time and empower others?			
Do my family/friends honor my work time? If no, have I asked them?			
Do I have blocks of uninterrupted time without distractions and interruptions?			
Do I have a DO NOT DISTURB sign?			
Have I scheduled specific times for returning phone calls and checking e-mail?			
Have I stopped taking on more than I can handle?			
Do I drink enough water when I am at work?			

Do I have comfortable shoes/slippers at my office?			
Do I schedule time off from work (sick leave and/or vacation time) to take care of myself?			
Do I have someone to talk with about my professional life?			
Do I have creature comforts that make my office pleasant? (music and other sounds, aroma, artwork)			
Do I say yes to commitments that I later regret?			
Checking Your Basic Personal Needs Checklist Adapted from The Woman's Comfort Book (Louden, 1992)			
Basic Self-Care Needs	Yes	No	Goal
Do I usually get enough sleep?			
Do I usually eat something fresh and unprocessed every day?			
Do I allow time in my week to touch nature, no matter how briefly?			
Do I get enough sunlight, especially in wintertime?			
Do I see my medical practitioner at least once a year?			
Do I see a dentist every six months?			
Do I get regular sexual thrills?			
Do I get enough <i>fun</i> exercise?			
Am I hugged and touched amply?			
Do I make time for friendship? Do I nurture my friendships?			
Do I have friends I can call when I am down, friends who really listen?			
Can I honestly ask for help when I need it?			
Do I regularly release negative emotions in a healthy manner?			
Do I forgive myself when I make a mistake?			
Do I do things that give me a sense of fulfillment, joy and purpose?			
Is there abundant beauty in my life?			

Do I allow myself to see beauty and to bring beauty into home and office?			
Do I make time for solitude?			
Am I getting daily or weekly spiritual nourishment?			
Can I remember the last time I laughed until I cried?			
Do I accept myself for who I am?			