

PROJECT YOU

SELF-CARE WORKBOOK



A PRACTICAL GUIDE FOR
EVERYDAY WELL-BEING

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Welcome

This workbook is a space for you to check-in with yourself, reflect honestly, and make time for your well-being in a world that often asks you to keep up and keep moving. Self-care is not about perfection, expensive routines, or even having everything figured out. It's about building small, meaningful habits you can incorporate into your routine that support your mental, emotional, spiritual, social, and physical health.

Inside these pages, you'll find prompts, exercises, and activities designed to help you slow down, understand your needs, and reconnect with what helps you feel balanced and grounded. Some days that may look like setting boundaries, practicing gratitude, resting, or simply noticing how you feel. Move through this workbook at your own pace. There is no right or wrong way to do this because what you are building will be based around your individual needs, wants, likes, and concerns. You can complete everything in order, or jump around as you see fit. Use this workbook as a personal tool--a place to be honest, curious, and intentional about caring for yourself. Self-care is not always easy, but following through with investing in yourself can reduce stress, improve your physical health, reinforce healthy relationships with others, and build resilience in the face of challenges and transitions.

You deserve time to invest in your well-being, because taking care of yourself is not a selfish act, it's an essential one. I hope this workbook helps you feel empowered, as well as helps to create more moments of peace, clarity, and care in your daily life.

May the force be with you.

What is Self-Care?

Self-care is the intentional practice of taking care of your physical, emotional, mental, spiritual, and social well-being. At its core, self-care means paying attention to your needs and taking actions that will help you stay both healthy and balanced. While many people associate self-care with shopping trips or spa days, skincare routines or relaxing bubble baths, true self-care goes much deeper than the occasional treat or temporary comfort.

Self-care includes the everyday choices and habits that support your overall wellness in every aspect of your life. This can include getting enough sleep, eating nourishing meals, moving your body regularly, staying hydrated, and attending routine medical appointments. It also includes protecting your mental and emotional health by managing stress, setting boundaries, asking for help when needed, maintaining healthy relationships, and making time for rest and recovery.

Areas of Self-Care

Physical self-care refers to the habits and activities that support the health and functioning of your body. It involves making choices that help you feel strong, energized, healthy, and well-rested, so you can better manage the demands of everyday life. Caring for your physical health is one of the most foundational forms of self-care, as your body directly impacts your mood, focus, energy levels, and overall well-being.

Emotional and mental self-care involves practices that support your psychological well-being and helps you manage your thoughts, feelings, and stress in healthy ways. It is the process of checking in with yourself, understanding your emotional needs, and creating habits that help you maintain balance, resilience, and inner stability.

Social self-care is the practice of building and maintaining healthy, supportive relationships that contribute positively to your well-being. Connection and belonging play an important role in your emotional, mental, physical, and spiritual health. Social self-care involves being intentional about the relationships you nurture and the ways in which you engage with others, especially those who make you feel valued, respected, and supported.

Spiritual self-care involves nurturing your sense of purpose, meaning, values, and connection to something greater than yourself. For some people, spirituality is connected to religion or faith traditions, while for others it may be found through personal reflection, nature, mindfulness, or a commitment to living in alignment with personal beliefs and values.

THE BENEFITS OF SELF-CARE

INCREASED CREATIVITY & PRODUCTIVITY

Taking time to unwind relaxes the nervous system and reduces cognitive clutter, allowing you to access a broader, more flexible range of thinking while also improving both focus and memory.

BETTER PHYSICAL HEALTH

Practices like proper sleep, nutrition, & stress management boost your immune system, prevent illness, increase energy, and lower your risk for chronic disease.

ENHANCED EMOTIONAL WELL-BEING

Taking time to pause and check in with yourself allows you to recognize, process, and manage intense feelings instead of reacting impulsively, improving emotional regulation.

REDUCED STRESS & ANXIETY

Regular self-care lowers cortisol levels and helps regulate your nervous system, helping to lower both stress and anxiety.

HAPPIER LIFE

By prioritizing yourself, you actively reduce stress, helping to prevent burnout, as well as balancing your physical and emotional health, improving confidence and cultivating a positive mindset

HEALTHIER RELATIONSHIPS

The regular practice of self-care builds emotional resilience, enhances emotional availability, improves communication, relieves pressure on others to fulfill your needs & fosters mutual respect

buzzing with life

You are
doing the
BEST you
can

You are
WORTHY
and
LOVABLE

It's OK
to ask
for Help

You are
capable of
AMAZING
things

NOTE TO SELF

Your
boundaries
are
Important

Your
FEELINGS
are Valid

It's OK
to Start
Over and
TRY AGAIN

You are
ALLOWED
to say
NO

Self-Care Assessment

0 I never do this **1** I barely do this **2** I do this ok **3** I do this well

Physical Self-Care

	0	1	2	3
<i>Eat nutritious and balanced meals regularly</i>	☐	☐	☐	☐
<i>Consciously make healthy eating choices</i>	☐	☐	☐	☐
<i>Engage in physical exercise</i>	☐	☐	☐	☐
<i>Attend regular medical check-ups for preventive care</i>	☐	☐	☐	☐
<i>Seek medical care when needed</i>	☐	☐	☐	☐
<i>Allow yourself time off to rest and recover when sick</i>	☐	☐	☐	☐
<i>Receive massages to relax and rejuvenate</i>	☐	☐	☐	☐
<i>Participate in enjoyable physical activities</i>	☐	☐	☐	☐
<i>Make time for sexual activities, whether with a partner or alone</i>	☐	☐	☐	☐
<i>Prioritize getting enough sleep to recharge your body and mind</i>	☐	☐	☐	☐
<i>Wear clothing that makes you feel comfortable and confident</i>	☐	☐	☐	☐
<i>Take vacations to rest, recharge, and experience new things</i>	☐	☐	☐	☐

Psychological Self-Care

	0	1	2	3
<i>Take day trips or mini-vacations to break up your routine</i>	☐	☐	☐	☐
<i>Set aside time away from phones, email, and the internet</i>	☐	☐	☐	☐
<i>Prioritize self-reflection</i>	☐	☐	☐	☐
<i>Pay attention to your inner experience</i>	☐	☐	☐	☐
<i>Engage in personal psychotherapy if needed</i>	☐	☐	☐	☐
<i>Write in a journal to process your thoughts and emotions</i>	☐	☐	☐	☐
<i>Read literature for pleasure, unrelated to work</i>	☐	☐	☐	☐
<i>Engage in an activity in which you are not an expert or in charge</i>	☐	☐	☐	☐
<i>Minimize stress in your life as much as possible</i>	☐	☐	☐	☐

Self-Care Assessment⁹

0 I never do this **1** I barely do this **2** I do this ok **3** I do this well

Psychological Self-Care Continued

Expand your knowledge and curiosity by attending events

0 1 2 3

☐	☐	☐	☐
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Embrace curiosity as a mindset for learning and exploration

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Emotional Self-Care

Spend time with people whose company you enjoy

0 1 2 3

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Stay in touch with important people in your life

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Practice self-affirmation and self-praise

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Cultivate self-love

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Revisit favorite books or movies for comfort

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Seek out activities, objects, people, or places that bring comfort

☐	☐	☐	☐
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Allow yourself to express emotions by crying when needed

☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------

Seek out sources of laughter and joy

☐	☐	☐	☐
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Spiritual Self-Care

Make time for self-reflection

0 1 2 3

☐	☐	☐	☐
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Spend time in nature to connect with the environment

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Cultivate a spiritual connection that aligns with your beliefs

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Remain open to inspiration from various sources

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Nurture your optimism and hope for the future

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Identify what's meaningful to you & prioritize its place in your life

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Practice meditation to promote inner calm and focus

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Engage in prayer as a form of spiritual practice

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Sing to express yourself creatively and emotionally

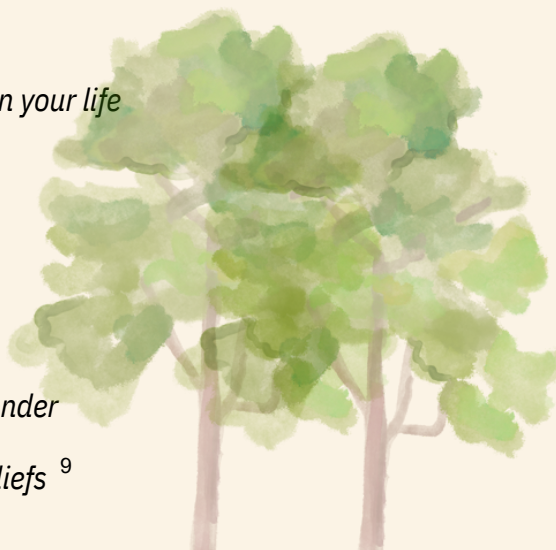
☐	☐	☐	☐
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Seek out experiences that evoke feelings of awe and wonder

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Contribute to causes that align with your values and beliefs⁹

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Self-Care ¹⁰ Assessment

0 I never do this **1** I barely do this **2** I do this ok **3** I do this well

Spiritual Self-Care Continued

Read inspirational literature or listen to uplifting talks, music, etc.

0 1 2 3

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Relationship Self-Care

Schedule regular dates with your partner/spouse

Schedule regular activities with your children

Prioritize spending time with friends

Stay in touch with and check on your relatives

Spend time with your companion animals

Keep in touch with faraway friends

Make time to reply to personal emails and letters

Allow others to help when needed

Expand your social circle

Practice asking for help

Share with someone you trust

0 1 2 3

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Workplace or Professional Self-Care

Take breaks during the workday

Chat with co-workers to foster social connections

Set aside quiet time to complete tasks

Identify exciting and rewarding projects or tasks

Set limits with clients and colleagues

Balance your caseload to avoid feeling overwhelmed

Create a comfortable and productive workspace

Get regular supervision or consultation for support and feedback

Advocate for your needs

0 1 2 3

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Self-Care Assessment¹¹

0 I never do this **1** I barely do this **2** I do this ok **3** I do this well

Workplace or Professional Self-Care Continued

Join a peer support group

0 1 2 3

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Develop a non-trauma area of professional interest (if relevant)

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Overall Balance

0 1 2 3

Strive for balance within your work-life and workday to avoid overworking and burnout

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Strive for balance among work, family, relationships, play, and rest to promote overall well-being and happiness

☐	☐	☐	☐
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Total each section: 0 1 2 3

Physical Self-Care	---	---	---	---
Psychological Self-Care	---	---	---	---
Emotional Self-Care	---	---	---	---
Spiritual Self-Care	---	---	---	---
Relationship Self-Care	---	---	---	---
Professional Self-Care	---	---	---	---

What's Next?

Once you are finished, take a moment to review your responses, paying attention to reoccurring patterns throughout. Are there certain areas you seem to be neglecting, while at the same time over focusing on another? How might you balance those areas? Are there any areas you find you don't particularly like? If so, what self-care practices can you think of that fall into those areas and are enjoyable for you?

Control vs. Letting Go

In what areas of your life do you currently feel you have the most control over? How & Why?

How does controlling those areas impact you and what do you gain from it? How does it impact others? How does it make you feel?

Are there negative consequences to you because of your control over those areas? Are there negative consequences to others?

How might your life, or other's lives, improve if you let go of control in those areas of your life?

What would it look like to let go of control in those areas of your life? What would you need to do or stop doing to let go of control?

1. List the things about you and in your life you have the most control over:

2. List the things you have partial control over:

3. List the things you have no control over:

From above, do you find yourself attempting to have total control over things from list two or three? If yes, what actions can you take to loosen control? Identify support systems that could help you release control over those areas.

CULTIVATING GRATITUDE

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ACTIVITY/INTEREST

**WHY DO YOU ENJOY THIS
ACTIVITY OR INTEREST?**

**HOW OFTEN WOULD YOU LIKE
TO PARTICIPATE IN THIS
ACTIVITY/INTEREST?**

**WHAT ACTION STEPS ARE
NEEDED TO ADD THIS INTO
YOUR CURRENT ROUTINE?**

ACTIVITY/INTEREST

**WHY DO YOU ENJOY THIS
ACTIVITY OR INTEREST?**

**HOW OFTEN WOULD YOU LIKE
TO PARTICIPATE IN THIS
ACTIVITY/INTEREST?**

**WHAT ACTION STEPS ARE
NEEDED TO ADD THIS INTO
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ACTIVITY/INTEREST

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TO PARTICIPATE IN THIS
ACTIVITY/INTEREST?**

**WHAT ACTION STEPS ARE
NEEDED TO ADD THIS INTO
YOUR CURRENT ROUTINE?**

MY PERSONAL¹⁴ BOUNDARIES

WHAT ARE SOME SITUATIONS IN THE PAST WHERE YOU HAVE FELT UNCOMFORTABLE OR OVEREXTENDED?

WHAT ARE SOME VALUES THAT ARE IMPORTANT TO YOU, BUT YOU STRUGGLE TO MAKE TIME FOR OR UPHOLD IN DAILY LIFE?

WHAT ARE SOME PHYSICAL, EMOTIONAL, OR MENTAL BOUNDARIES THAT YOU NEED TO ESTABLISH IN ORDER TO PRIORITIZE YOUR WELLBEING?

WHAT ARE SOME ACTIONS YOU CAN TAKE TO ENFORCE YOUR BOUNDARIES AND MAKE CHOICES THAT ALIGN WITH YOUR VALUES AND PRIORITIES?

My Social Support Network

Social Support involves connecting with others who can provide emotional, practical, and informational support. Use this worksheet to lay out your current support networks and identify any areas with gaps in support.

Emotional Support	Practical Support	Informational Support
Care & Comfort	Task Execution & Errands	Advice & Guidance

Where have you identified any gaps in your support networks?

Brainstorm steps that you can take to improve your support networks.

16

16

My Sleep Hygiene

Sleep Hygiene is the habits and practices that promote and encourage healthy sleep. You can use this worksheet to assess your current habits and identify areas where you could improve.

Monday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			
Tuesday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			
Wednesday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			
Thursday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			
Friday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			

Saturday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			
Sunday	Bedtime	Wake-Up Time	Hours of Sleep	Quality of Sleep
	Factors Affecting Sleep			

Identify steps you can take to improve your sleep hygiene, which could include establishing a consistent sleep schedule, creating a relaxing routine, or avoiding specific things prior to sleep.

Step 1:	
Step 2:	
Step 3:	
Step 4:	

Sleep Tips:

- Establish a consistent sleep schedule, even on weekends and holidays when possible
- Create a relaxing bedtime routine such as taking a bath or reading a book prior to bedtime
- Avoid caffeine and screens at least 1 hour prior to sleep
- Create a comfortable sleep environment that is cool, dark, and quiet
- Seek professional support from a healthcare provider if sleep issues persist

Habit Swap¹⁹

A **habit** is defined as “a settled or regular tendency or practice, especially one that is hard to give up.” Habits are established through the framework of what is called the habit loop; cue, routine, reward. Contrary to the popular belief that habits are formed or broken in 21 days, it actually takes an average of 66 days for a person to add or remove a habit from their routine. If we want to change a habit, it can be helpful to write out the current loop. This allows us to understand the trigger, explore opportunities for taking a different action, and then examine the result of the behavior.

Choose a **HABIT** you currently have that you’d like to change (ex: procrastinating tasks or assignments):

Identify the **CUE** (ex: feeling anxious and unsure about completing tasks/assignments):

Identify the **ROUTINE** (action or thought) you take (leaving task or assignment to the last minute):

Identify the **REWARD** (the sense of filling your cup/good feeling from completing something important):

Consider options for different **ROUTINES** that may deliver the same reward or feeling:

1. Break your habit down into 5 simple steps. The first step should be very easy and take no more than 2-3 minutes to complete.
2. Complete Step 1 every day until it becomes a habit, then add step 2, step 3, step 4, and step 5 and repeat the process from Step 1. You can choose to do each individually, or combine steps 2-3, and 4-5 if it makes sense for your routine.

Example

Habit	Sitting on couch after work	Step 1	Change into exercise clothes
Cue	Being tired after work	Step 2	Walk around the block
Routine	Taking off shoes & sitting down	Step 3	Walk for 10-15 minutes
Reward	Relaxing/winding down	Step 4	Walk for 15-20 minutes
Alternative	Walk for 30 minutes after work	Step 5	Walk for 30 minutes

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

Habit		Step 1	
Cue		Step 2	
Routine		Step 3	
Reward		Step 4	
Alternative		Step 5	

BUILD²¹ YOUR SELF-CARE PLAN

Identify your current self-care practices

Step 1:

Write down all of the activities that you currently do to take care of yourself. These may include things like taking a bath, going for a walk, meditating, or reading a book.

Identify your self-care needs

Step 2:

Think about the areas of your life that could use some attention and care. These may be physical health, emotional well-being, relationships, work/life balance, or spirituality.

Brainstorm Self-Care Activities

Step 3:

Make a list of all the self-care activities that you would like to try in each of the areas of your life that you identified in step 2.

Do not worry about whether or not you've ever done any of these activities before, just focus on writing down absolutely anything that comes to mind.

Step 4:

Take a look at the list you created in step 3 and prioritize the activities that you feel will have the biggest impact on your overall well-being. Consider which activities you enjoy the most & which ones will be most beneficial.

1.

2.

3.

4.

5.

6.

Step 5:

Using the activities you prioritized in step 4, it is now time to create your plan for how you will incorporate them into your daily or weekly routine. Be specific about when, where, and how you will engage in each activity.

Self-Care Activity

When?

Where?

How Often?

Self-Care Activity

When?

Where?

How Often?

Self-Care Activity

When?

Where?

How Often?

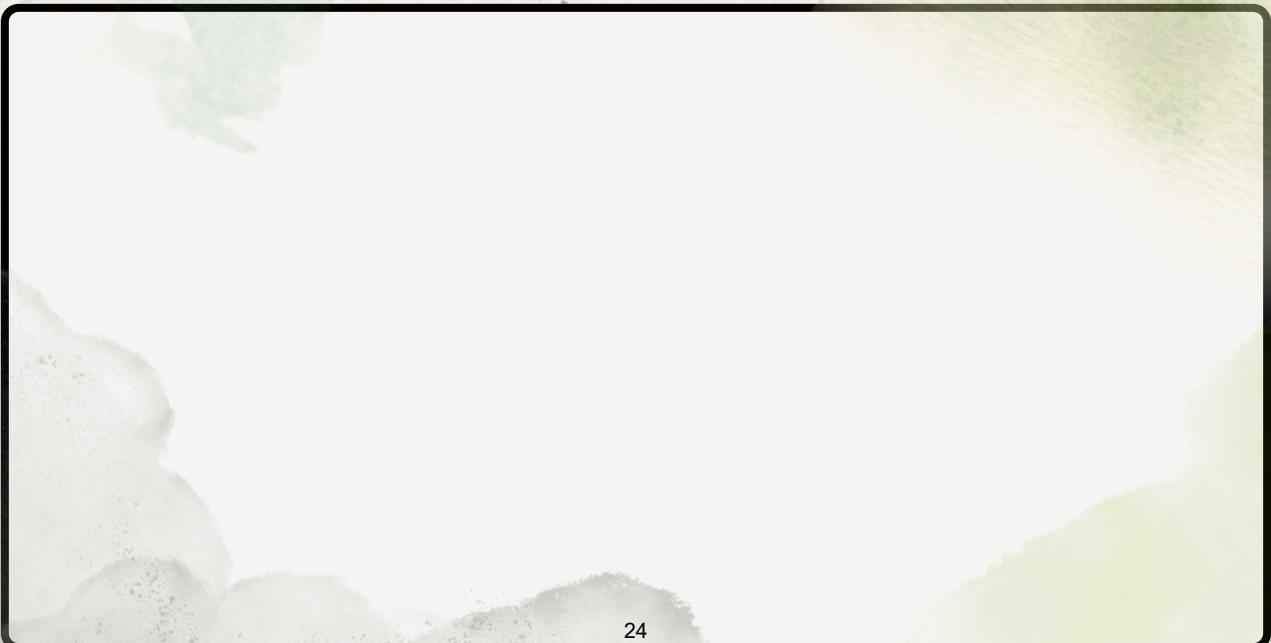
Step 6:

Make a commitment to yourself to stick to your self-care plan.

Remember that self-care is not selfish, it is essential to your overall well-being

**Step 7: Evaluate and adjust your plan**

Regularly evaluate your self-care plan to see if it is working for you. If there are activities that you are not enjoying or that are not having the desired effect, adjust your plan accordingly.



Daily Checklist

Self-care is important for maintaining your physical, mental, and emotional health. You can use this worksheet to identify self-care practices in each category based on your individual needs.

Physical Self-Care	M	T	W	T	F	S	S
Exercise or move your body							

Mind & Soul Self-Care	M	T	W	T	F	S	S
Attend a workshop or class							

Emotional Self-Care	M	T	W	T	F	S	S
Journal your thoughts							

Notes

Lined area for writing notes.

Weekly Checklist

Task	Completed

Notes

Lined area for notes.

Fitness & Hydration TRACKER

- Move Your Body.
- Stay Hydrated.
- Feel Great.

Day	Type of Exercise			Duration (min)	Calories Burned
	Cardio	Yoga	Strength		
Monday	☐	☐	☐		
Tuesday	☐	☐	☐		
Wednesday	☐	☐	☐		
Thursday	☐	☐	☐		
Friday	☐	☐	☐		
Saturday	☐	☐	☐		
Sunday	☐	☐	☐		

Day	Daily Water Goal
Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐
Sunday	☐

Tomorrow I'll focus on

Weekly Notes

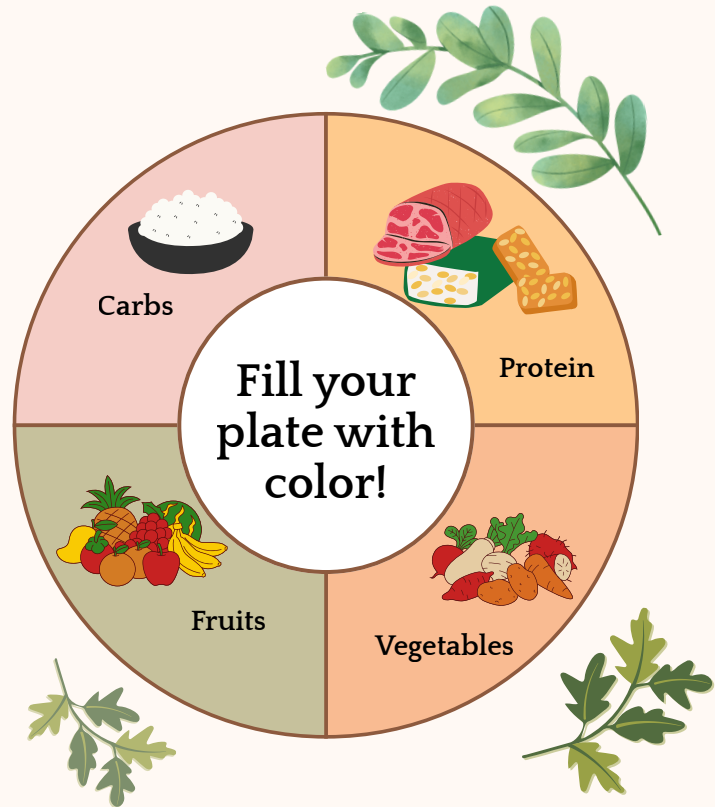
Week of:

Daily Healthy Plate PLANNER

Create a balanced meal every day – for energy, focus,
and a happier body!

Breakfast	Lunch
●	●
●	●
●	●
●	●

Dinner	Snacks
●	●
●	●
●	●
●	●



Notes/Reflections

Goal: 8 glasses a day!



How I Feel After Meal



Small steps, strong
results – every plate
matters!

Weekly Meal PLANNER.

Mon

① Breakfast :



② Lunch :



③ Dinner :



Tue

① Breakfast :



② Lunch :



③ Dinner :



Wed

① Breakfast :



② Lunch :



③ Dinner :



Thu

① Breakfast :



② Lunch :



③ Dinner :



Fri

① Breakfast :



② Lunch :



③ Dinner :



Sat

① Breakfast :



② Lunch :



③ Dinner :



Grocery List

☐	
☐	
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☐	
☐	
☐	
☐	
☐	

Sun

① Breakfast :



② Lunch :



③ Dinner :



Goal Setting Planner

A goal-setting planner is like a roadmap to your personal treasure trove of achievements! Let's break down your goals using "SMART"

SMART: Specific, Measurable, Achievable, Relevant, Time-Bound

Short-Term

Goal Number One:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Goal Number Two:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Goal Number Three:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Long-Term

Goal Number One:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Goal Number Two:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Goal Number Three:

What is my goal?

What purpose does this goal serve in my big-picture plan? Why do I want to achieve this?

Action Steps:

Gratitude Journal³⁴

Gratitude journaling is the regular practice of recording positive events, experiences, and people you are thankful for. This can enhance mood, increase optimism, and even reduce stress. By focusing on small daily joys or deep reflections, gratitude journaling can help reframe negative thought patterns and improve your overall well-being.

How to start

Be specific: Detail why you are grateful for something to deepen the emotional impact.

Quality over Quantity: Focus on a few meaningful items rather than a long generic list

Consistency: Make this part of your daily routine

Today's Affirmation, Quote, or Motivation

3 Good Things that Happened Today

3 Things You are Grateful for Today and Why

Something I'm Proud of

Tomorrow I Look Forward to

Notes

Lined area for writing notes.