

Grounding myself in the moment:

👁 **notice:** first, I must know my own warning signs that I am not feeling or acting in ways I prefer, and notice when these warning signs pop up

⌚ **slow down:** take a long deep breath, speak more slowly, relax my shoulders and body posture, avoid rapid gesturing, lower my tone of voice, sit down if possible

👉 **acknowledge:** the work is challenging, I have unique abilities and assets to help me cope, remember why and how I want to be doing the work, review my goals for this situation and re-evaluate my approach as needed

🗣 **get support:** ask a supervisor or co-worker to help in (or take over) the situation, debrief with someone who will help me feel better, not more agitated, engage with formal supports outside of work

🕒 **take a break:** remove myself from the situation, go outside, take a walk, talk with a support person, look at a funny cartoon or video, look out a window for 5 minutes, list things I'm grateful for, take lunch away from the office, take time off immediately if needed

“Self-care is possessing enough self-awareness to invoke repeated patterns of being, that harmoniously correct the behaviors of over-functioning for others while under-functioning for yourself.” - LaShaun Middlebrooks Collier

physical: nourish, hydrate, healthcare, exercise, play, rest, stretch, wear things that make me feel good, sleep, take a deep breath, notice and release physical tension, give/get healthy physical touch, take time off when sick

emotional: self-reflection, express emotions, laugh, healthy boundaries, take breaks, journal, time away from computer/media, give myself credit when I do something well, connect with people that make me feel good, plan things to look forward to, engage in comforting activities

spiritual: gratitude, connect with something bigger than myself, meditate/pray, spend time outdoors, notice something beautiful, be present, listen to uplifting music, contribute to causes I believe in, spend time with spiritual community

social: time with loved ones, balance solitude and interaction, cultivate healthy relationships, resolve conflicts proactively, ask for help and allow others to help, connect to a community or group, give genuine compliments, set and maintain boundaries, confide in a trusted friend, develop social routines I enjoy