

## Organizational Self-Care Assessment

Using the scale below (1=never, 5=always), identify how frequently your organization engages in the listed activities that support organizational self-care.

**5 = Always 4 = Often 3 = Sometimes 2 = Rarely 1 = Never**

### TRAINING AND EDUCATION

- The organization provides education to all employees about stress and its impact on health and well-being.
- The organization provides all employees with education on the signs of burnout, compassion fatigue and/or vicarious traumatization.
- The organization provides all employees with stress management trainings.
- The organization provides all employees with training related to their job tasks.
- Staff are given opportunities to attend refresher trainings and trainings on new topics related to their role.
- Staff coverage is in place to support training.
- The organization provides education on the steps necessary to advance in whatever role you are in.
- Other: \_\_\_\_\_

### SUPPORT AND SUPERVISION

- The organization offers an employee assistance program (EAP).
- Employee job descriptions and responsibilities are clearly defined.
- All staff members have regular supervision.
- Part of supervision is used to address job stress and self-care strategies.
- Part of supervision is used for on-going assessment of workload and time needed to complete tasks.
- Staff members are encouraged to understand their own stress reactions and take appropriate steps to develop their own self-care plans.
- Staff members are welcome to discuss concerns about the organization or their job with administrators without negative consequences (e.g., being treated differently, feeling like their job is in jeopardy or having it impact their role on the team).
- Staff members are encouraged to take breaks, including lunch and vacation time.
- The organization supports peer-to-peer activities such as support groups and mentoring.
- Other: \_\_\_\_\_

### EMPLOYEE CONTROL AND INPUT

- The organization provides opportunities for staff to provide input into practices and policies.
- The organization reviews its policies on a regular basis to identify whether they are helpful or

harmful to the health and wellbeing of its employees.

- The organization provides opportunities for staff members to identify their professional goals.
- Staff members have formal channels for addressing problems/grievances.
- Other: \_\_\_\_\_

#### COMMUNICATION

- Staff members have regularly scheduled team meetings.
- Topics related to self-care and stress management are addressed in team meetings.
- Regular discussions of how people and departments are communicating and relaying information are addressed in team meetings.
- The organization provides opportunities for staff in different roles to share what one another's days are like.
- The organization has a way of evaluating staff satisfaction on a regular basis.
- Other: \_\_\_\_\_

#### WORK ENVIRONMENT

- The work environment is well-lit.
- The work environment is physically wellmaintained (e.g., clean, secure, etc.).
- Information about self-care is posted in places that are visible.
- Employee rights are posted in places that are visible.
- The organization provides opportunities for community building among employees.
- The organization has a no-tolerance policy concerning sexual harassment.
- The organization has a no-tolerance policy concerning bullying.
- Workplace issues, including grievance issues and interpersonal difficulties, are managed by those in the appropriate role and remain confidential.
- Other: \_\_\_\_\_

#### Reflection Questions

1. What was this process of filling out the checklist like for you?
2. Were you surprised by any of your responses? If so, which ones?
3. What ideas did you find on the checklist that you liked/did not like?
4. What are the things that you found realistic/not realistic to implement?
5. What are some of the barriers or challenges to implementing these practices?

Adapted from *What About You? A Workbook for Those Who Work with Others*.  
Available at [www.familyhomelessness.org/resources](http://www.familyhomelessness.org/resources).

## Handout 10: Personal Self-Care Assessment Tool

How often do you do the following? (Rate, using the scale below):

**5 = Frequently**

**4 = Sometimes**

**3 = Rarely**

**2 = Never**

**1 = It never even occurred to me**

### Physical Self Care

- Eat regularly (e.g. breakfast & lunch)
- Eat healthfully
- Exercise, or go to the gym
- Lift weights
- Practice martial arts
- Get regular medical care for prevention
- Get medical care when needed
- Take time off when you're sick
- Get massages or other body work
- Do physical activity that is fun for you
- Take time to be sexual
- Get enough sleep
- Wear clothes you like
- Take vacations
- Take day trips or mini-vacations
- Get away from stressful technology such as pagers, faxes, telephones, e-mail
- Other:

### Psychological Self Care

- Make time for self-reflection
- Go to see a psychotherapist or counselor for yourself
- Write in a journal
- Read literature unrelated to work
- Do something at which you are a beginner
- Take a step to decrease stress in your life
- Notice your inner experience - your dreams, thoughts, imagery, feelings
- Let others know different aspects of you
- Engage your intelligence in a new area - go to an art museum, performance, sports event, exhibit, or other cultural event
- Practice receiving from others
- Be curious
- Say no to extra responsibilities sometimes
- Spend time outdoors
- Other:

### Emotional Self Care

- Spend time with others whose company you enjoy
- Stay in contact with important people in your life
- Treat yourself kindly (supportive inner dialogue or self-talk)
- Feel proud of yourself

- Reread favorite books, review favorite movies
- Identify and seek out comforting activities, objects, people, relationships, places
- Allow yourself to cry
- Find things that make you laugh
- Express your outrage in a constructive way
- Play with children
- Other:

### **Spiritual Self Care**

- Make time for prayer, meditation, reflection
- Spend time in nature
- Participate in a spiritual gathering, community or group
- Be open to inspiration
- Cherish your optimism and hope
- Be aware of nontangible (nonmaterial) aspects of life
- Be open to mystery, to not knowing
- Identify what is meaningful to you and notice its place in your life
- Sing
- Express gratitude
- Celebrate milestones with rituals that are meaningful to you
- Remember and memorialize loved ones who have died
- Nurture others
- Have awe-full experiences
- Contribute to or participate in causes you believe in
- Read inspirational literature
- Listen to inspiring music
- Other:

### **Workplace/Professional Self Care**

- Take time to eat lunch
- Take time to chat with co-workers
- Make time to complete tasks
- Identify projects or tasks that are exciting, growth-promoting, and rewarding for you
- Set limits with clients and colleagues
- Balance your caseload so no one day is "too much!"
- Arrange your workspace so it is comfortable and comforting
- Get regular supervision or consultation
- Negotiate for your needs
- Have a peer support group
- Other:

*Adapted from Saakvitne, Pearlman, and Traumatic Stress Institute Staff,  
Transforming the Pain: A Workbook on Vicarious Traumatization, 1996.  
Available at <http://www.homeless.samhsa.gov/%5CResourceFiles%5C2cs4epqp.pdf>*