Ministry Leader Self-Care Assessment Worksheet

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the full assessment, you can move on to developing a personal self-care plan.

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

4 = Frequently
3 = Occasionally
2 = Rarely
1 = Never

Spiritual Self-Care
- Visit the Sacraments (especially the Mass and Reconciliation)
- Make time for reflection, meditation and prayer
- Spend time with God’s creation (nature, children, beauty)
- Find a friend, spiritual director, or community who keeps you accountable
- Make a retreat for yourself (that you are not leading)
- Cherish your optimism and hope
- Seek God’s mercy and forgiveness, and allow yourself to forgive
- Be aware of God’s presence in all experiences and aspects of life
- Try at times not to be in charge or the expert, be vulnerable
- Trust God and be open to not knowing
- Identify what in meaningful to you and notice its place in your life
- Sing and/or listen to music
- Journal or make notes of those places/times you found faith, hope, love, joy, peace
- Be open to inspiration and experiences of awe
- Make time for acts of service and corporal/spiritual works of mercy
- Pray for the poor, vulnerable, oppressed, and those who need our prayers the most
- Pray for your loved ones and those with whom you disagree and struggle
- Ask for others to pray for you and your needs
- Contribute time and treasure to causes in which you believe
- Read inspirational literature (talks, music, etc.)
- Other:

Physical Self-Care
- Eat regularly (e.g. breakfast, lunch and dinner)
- Eat healthy
- Exercise
- Get regular medical care for prevention
- Get medical care when needed
- Take time off when needed
- Engage in activities that help your body relax (e.g. massages, stretches, yoga)
- Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
- Get enough sleep
- Wear clothes you like
- Take vacations
- Take day trips or mini-vacations
- Make time away from phones/screens
- Other:

Adapted by the Diocese of Columbus from: Transforming the Pain: A Workbook on Vicarious Traumatization. Saakvitne, Pearlman & Staff of TSI/CAAP (Norton, 1996) and BWELL Health Promotion
### Psychological Self-Care
- Make time for self-reflection
- Have your own personal psychotherapy
- Write in a journal
- Read literature that is unrelated to work
- Do something at which you are not expert or in charge
- Decrease stress in your life
- Let others know different aspects of you
- Notice your inner experience—thoughts, judgments, beliefs, attitudes, feelings
- Engage your intelligence in a new area—museum, theater, sports event, etc.
- Practice receiving from others
- Be curious
- Say “no” to extra responsibilities sometimes
- Other:

### Socio-Emotional Self-Care
- Spend time with others whose company you enjoy
- Stay in contact with important people in your life
- Connect and interact with at least 3 close and trusting friends
- Have a sense of belonging to a group or within an organization
- Engage in activities you find fun and bring you happiness, joy, and excitement
- Give yourself affirmations, praise yourself
- Love yourself
- Re-read favorite books, re-view favorite movies
- Identify comforting activities, objects, relationships, places and seek them out
- Allow yourself to cry
- Find things that make you laugh
- Express your outrage in social action, letters and donations, marches, protests
- Play with children
- Other:

### Workplace or Professional Self-Care
- Take a break during the workday (e.g. lunch)
- Take time to chat with co-workers
- Take time to pray with co-workers
- Make quiet time to complete tasks
- Identify projects or tasks that are exciting and rewarding
- Set limits with those whom you minister to and with
- 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
- Negotiate for your needs (benefits/pay, prayer, spiritual direction, retreats)
- Have a peer support group
- Other:

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Develop a Self-Care Plan

1. Begin by identifying no more than one habit/goal for each of 5 areas of self-care listed, you do not have to have one goal for each. Note: You know what works best for you! Do not feel obligated to select or not select something from the assessment solely based on your number ratings. The assessment is to help you reflect, not a step-by-step list of rules that work for everyone.

2. Give a short description of the habit/goal, including its frequency (daily, weekly, monthly, etc.), duration (2 minutes, 30 minutes, 8 hours), and location (at work, in bed, wherever I am at that moment).

3. Identify whether this is something you are currently doing and want to maintain, or a new practice you want to begin. Be mindful to limit yourself when trying to begin new practices.

4. What are some of the obstacles keeping you from practicing these habits and what might be a solution to these obstacles?

5. Write out a commitment to a reasonable goal(s) and share it with someone who can keep you accountable.

**Spiritual Self-Care**

Habit/Goal: _____________________________

Frequency: __ Daily __ Weekly __ Monthly __ Other: _____________________________

Duration: _____________________________ Location: _____________________________

Is this a: __ Current Habit to Maintain or __ New Practice to Begin

Obstacles keeping you from practicing this habit: ____________________________________

______________________________________________________________________

Possible solution(s) to these obstacles: _________________________________________

**Physical Self-Care**

Habit/Goal: _____________________________

Frequency: __ Daily __ Weekly __ Monthly __ Other: _____________________________

Duration: _____________________________ Location: _____________________________

Is this a: __ Current Habit to Maintain or __ New Practice to Begin

Obstacles keeping you from practicing this habit: ____________________________________

______________________________________________________________________

Possible solution(s) to these obstacles: _________________________________________

**Psychological Self-Care**

Habit/Goal: _____________________________

Frequency: __ Daily __ Weekly __ Monthly __ Other: _____________________________

Duration: _____________________________ Location: _____________________________

Is this a: __ Current Habit to Maintain or __ New Practice to Begin

Obstacles keeping you from practicing this habit: _________________________________

______________________________________________________________________

Possible solution(s) to these obstacles: _________________________________________
Socio-Emotional Self-Care

Habit/Goal: ______________________________________________________________

Frequency: __ Daily __ Weekly __ Monthly __ Other: ______________________________

Duration: ___________________________ Location: _____________________________

Is this a: __ Current Habit to Maintain or __ New Practice to Begin

Obstacles keeping you from practicing this habit: __________________________________
________________________________________________________

Possible solution(s) to these obstacles: __________________________________________

Workplace or Professional Self-Care

Habit/Goal: ______________________________________________________________

Frequency: __ Daily __ Weekly __ Monthly __ Other: ______________________________

Duration: ___________________________ Location: _____________________________

Is this a: __ Current Habit to Maintain or __ New Practice to Begin

Obstacles keeping you from practicing this habit: __________________________________
________________________________________________________

Possible solution(s) to these obstacles: __________________________________________

Today, I commit to...

I want to do this because...

I will accomplish this by...

I will share this plan with ______________________________ (personal) and
________________________ (professional) who will help to keep me accountable for
my self-care.