## Self-Care is...

- Taking proactive steps to tend to your physical and emotional health, helping you cope with daily stress and improve your overall wellbeing.
- Identifying (and implementing) activities that bring joy and help you feel balanced.
- Self-care is about positive routines, rituals, and rhythms
- Self-care can include:
  - o Emotional
  - o Physical
  - Spiritual
  - Mental
  - Social
- Self-care is vital to your well being
- Self-care is preventative like brushing teeth or exercising

## Self-Care is not...

- Normal tasks (attending to life)
- A luxury
- Indulgence
- Bubble baths and bon bons



# **ROUTINES, RITUALS, & RHYTHMS**

- Routines (WHAT & WHEN) Framework for getting things done on a regular basis. Grouping similar tasks, repeating tasks at specific times, etc.
- Rituals (WHO & WHY) Similar to routines, but these regular actions help us to recharge or refocus. E.g., admin to creativity, work to wind-down.
- Rhythms (WHERE & WHEN) Natural tendencies and life cycles. Create a rhythm that sets you up for success. Think about your day Do you feel alert and energized during the morning or afternoon? When does your focus dip? Are there days of the week or times of the month where you are more productive?


# PERSONALITY PROFILES: Work & Self-Care Summary

**Personality types are descriptive, not prescriptive.** They indicate tendencies, but no two people in any category are the same. Their unique childhoods, environments, and life situations influence behaviors. There are no absolutes. Learning these tendencies helps us to understand ourselves and others.

INTJ

Work Style: Strategic, logical, and independent thinkers.

INTP

**Stress Triggers:** Lack of control, inefficient systems, unclear goals.

ENTJ

**ENTP** 

NT

**Self-Care Practices:** 

 Mental Stimulation: Engage in challenging puzzles, strategic games, or reading thought-provoking material.

• Time Alone: Schedule regular alone time to recharge.

Mindful Planning: Practice daily planning to maintain a sense of control.

#### **DIPLOMATS**

INFJ

INFP

ENFJ

ENFP

Work Style: Empathetic, creative, and idealistic.

Stress Triggers: Conflict, lack of harmony, and unmet ideals.

#### **Self-Care Practices:**

- Creative Outlets: Engage in art, writing, or other creative activities to express emotions.
- Social Connections: Spend time with trusted friends to feel understood and supported.
- Mindfulness Practices: Meditation or journaling to process emotions and align with personal values.

## **SENTINALS**

ISTJ

ISFJ ESTJ

S~J

ESFJ

Work Style: Practical, organized, and reliable.

Stress Triggers: Disorganization, unpredictability, and lack of structure.

## **Self-Care Practices:**

- Routine: Maintain a consistent daily routine to create stability.
- Physical Care: Engage in regular exercise, like walking or yoga, to reduce stress.
- Home Organization: Declutter and organize your living space to enhance your sense of control.

#### **EXPLORERS**

ISTP

ISFP S~F

**ESFP** 

Work Style: Flexible, spontaneous, and practical problem-solvers.

Stress Triggers: Rigid schedules, boredom, and being confined.

#### **Self-Care Practices:**

- Adventure: Engage in outdoor activities like hiking or travel to satisfy the need for exploration.
- Physical Activity: Regularly participate in sports or physical challenges.
- Creative Projects: Work on hands-on creative projects or hobbies.

## SELF~CARE & STRESS MANAGEMENT

#### General strategies to deal with stress

- Know Your Limits: Recognize signs of burnout early and take proactive steps to address them.
- Practice Mindfulness: Incorporate mindfulness practices like meditation, deep breathing, or yoga to stay grounded and reduce stress.
- Prioritize Rest: Ensure you get enough sleep and take regular breaks to recharge.
- Seek Support: Don't hesitate to reach out to colleagues, friends, or mental health professionals when feeling overwhelmed.

## STRESS MANAGEMENT BY PERSONALITY GROUP

#### Analyst

- Prioritize Intellectual Stimulation: Engage in challenging tasks that stimulate your mind. Avoid repetitive tasks that don't offer learning opportunities.
- Set Clear Boundaries: Establish boundaries between work and personal life. Schedule time for intellectual hobbies like reading, puzzles, or learning new skills.
- Plan and Organize: Use planners or digital tools to map out long-term goals and daily tasks. This
  keeps your mind focused on the bigger picture, reducing the stress of daily work.
- Delegate and Collaborate: While you value independence, collaborating with like-minded colleagues on complex problems can relieve some of the workload and offer new insights.

#### **Diplomat**

- Connect with Purpose: Ensure that your work aligns with your values and beliefs. Engage in
  projects that have a meaningful impact on others.
- Schedule Emotional Check-Ins: Regularly reflect on your emotional state. Use journaling, meditation, or conversations with trusted friends to process feelings.
- **Build Supportive Relationships:** Surround yourself with colleagues who understand and support your ideals. Positive social interactions can recharge you.
- Allow Time for Creative Outlets: Incorporate creativity into your daily routine. Whether it's writin
  art, or another creative pursuit, these activities help process stress and maintain balance.

#### Sentinel

- Maintain a Structured Routine: A well-organized daily routine can provide a sense of control and reduce anxiety. Stick to your schedule, but allow flexibility for unexpected changes.
- Focus on Tangible Achievements: Break tasks into smaller, manageable steps. Celebrate small victories to maintain motivation and avoid feeling overwhelmed.
- Physical and Environmental Order: Keep your workspace clean and organized. A tidy environmen
  can reduce stress and help you stay focused.
- Practice Self-Care Regularly: Schedule regular breaks, exercise, and downtime to recharge. Physic
  activities like walking or yoga can help relieve tension.

## Explorer

- Incorporate Variety in Work: Avoid monotonous tasks by seeking out diverse projects. Variety keeps you engaged and prevents boredom, which can lead to burnout.
- Stay Physically Active: Regular physical activity is essential. Short, frequent breaks for movement
  outdoor activities can help reset your energy.
- Seek Immediate Feedback: Explorers thrive on immediate results. Break tasks into short-term gost that offer quick wins to maintain momentum.
- Allow for Spontaneity: Build flexibility into your schedule to accommodate spontaneous activities.
   This helps maintain a sense of freedom and creativity in your work.



# TOOL: SELF-CARE - QUIETING

## RESULTS

Calm your mind and body Reduce anxiety

Help you think clearly

Improve your sleep

### **METHODS**

Box breathing: 4 seconds each: breath in, hold, breath out, relax  $\boldsymbol{\theta}$ 

Stretching: 5 minutes – trunk twists, neck rotations, bend over and touch toes

5,4,3,2,1: focus on 5 things you can see, 4 you can touch, 3 you can hear, 2 you can smell, 1 you can taste (repeat)

Figure 8 tracing/breathing: trace the figure and focus on breathing

## SELF~CARE AT WORK

- Happy workspace create a space that works for you. Minimalist or filled with things you love.
- **Movement** set a timer to get up and move every hour.
- **Hydration** hydration is good for your body and mind.
- Set boundaries time block your schedule and set specific times for tasks; set boundaries; know when to say "no"; have a plan to deal
  with distractions.
- Manage stress self soothing exercises; deep breaths; step away and refocus.
- Routines, rituals and rhythms for work find routine that boost your productivity and protect your well-being.

#### MORNING ROUTINES

Introvert: Introverts recharge their batteries through alone time, so should keep their mornings light on social interaction.

**Key Traits:** Reflective, prefer solitude, recharge through alone time.

## Routine/Ritual:

- 1. Quiet Start: Begin your day with a few minutes of quiet reflection or meditation. This helps center your thoughts and prepares you mentally for the day ahead.
- 2. **Mindful Planning:** Spend 10-15 minutes organizing your tasks. Use a planner or digital tool to outline your top priorities. This solo activity helps you focus and set intentions without external distractions.
- 3. **Enjoy Solitary Activities:** Engage in a calming activity such as reading, journaling, or sipping coffee in silence. This allows you to wake up at your own pace and gather energy.
- 4. **Tackle High-Focus Tasks Early:** Use your morning energy to work on tasks that require deep concentration. You're likely to be most productive when working alone in a quiet environment.
- Minimize Distractions: Keep your environment calm and free from interruptions. Consider noise-cancelling headphones or soft background music if it helps you concentrate.

**Extrovert:** For extroverts, meaningful social connection energizes them.

Key Traits: Outgoing, energized by social interaction, thrive on external stimulation.

#### Routine/Ritual:

- 1. **Energizing Start:** Kick off your morning with an upbeat activity like listening to energetic music, a motivational podcast, or engaging in light exercise. This helps boost your mood and energy levels.
- 2. **Connect with Others:** Start the day by connecting with a colleague or friend, either through a quick call, message, or a short morning meeting. This social interaction can energize you for the tasks ahead.
- Interactive Planning: If possible, plan your day by discussing goals or tasks with a team member. Collaboration in the morning can help you feel more connected and motivated.
- 4. **Work in a Stimulating Environment:** Consider working in an open space or an environment where there's some background activity. The buzz of others can help keep you motivated and focused.
- 5. **Break Tasks with Social Breaks:** Schedule short breaks to chat with coworkers, join a quick online discussion, or check in on social media. These social interactions can help you stay energized throughout the morning.

# Ambivert

Key Traits: Balance between introverted/extroverted tendencies, adaptable to both solitude and social interaction.

## Routine/Ritual:

- 1. **Balanced Start:** Start your day with a mix of both quiet reflection and energizing activities. For example, begin with 5 minutes of mindfulness followed by a short, brisk walk or an energizing playlist.
- 2. **Flexible Planning:** Spend some time planning your day. You might find it helpful to do this alone initially, and then share your plan with a colleague or team to get feedback or discuss collaborative tasks.
- 3. **Moderate Social Interaction:** Engage in a short conversation with a coworker or friend, but balance it with some alone time to process your thoughts. This helps you feel connected without becoming overwhelmed.
- 4. **Tackle Tasks in Waves:** Alternate between solo work and collaborative tasks. Start with focused work, then switch to a task that involves teamwork or social interaction, and repeat as needed.
- 5. **Adjust Environment Based on Mood:** Ambiverts can work well in both quiet and active environments. Adjust your workspace depending on how you feel each morning—opt for a quieter space if you need focus or a more dynamic environment if you crave stimulation.