### AFFINITY in CUSTOMER SERVICE<sup>\*\*</sup> PEOPLE FIRST, ALWAYS.

# **Self-Care Plan**

#### Section 1: Self-Assessment

**1.** List your top three stressors at work:

1	
2	

3.\_\_\_\_\_

2. List three activities that help you relax and rejuvenate:

1	 	 	 
2	 	 	 

3.\_\_\_\_\_

Section 2: Self-Care Strategies

Physical Self-Care:

- Exercise (e.g., walking, yoga, gym):

- Diet (e.g., balanced meals, hydrate well):

- Sleep (e.g., sleep schedule, sleep hygiene practices):

- Medical Care (e.g., regular check-ups, medication):

**Emotional Self-Care:** 

- Emotional Expression (e.g., journaling, art):

- Stress Management (e.g., mindfulness, relaxation exercises):

- Recreational Activities (e.g., hobbies, entertainment):

#### Mental Self-Care:

- Learning (e.g., reading, webinars, courses):
- Mindfulness (e.g., meditation, breathwork):
- Cognitive Stimulation (e.g., puzzles, strategy games):

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Social Self-Care:

- Social Interactions (e.g., spending time with friends and family):

- Support System (e.g., seeking help, discussing problems):

- Work Relationships (e.g., team building, collaboration):

#### Section 3: Schedule

**1.** Select a self-care strategy from each category above and determine when you will engage in each throughout the week:

- Physical Self-Care (activity and schedule):

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- Emotional Self-Care (activity and schedule):

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- Mental Self-Care (activity and schedule):

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- Social Self-Care (activity and schedule):

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## Section 4: Review and Adjust

After a few weeks of following your plan, review and note what's working well, what's not, and what adjustments you need to make. Remember, your self-care plan should evolve with your needs and circumstances.

1. What's working well?

2. What's not working?

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3. What adjustments need to be made?

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