

Checking Your Basic Needs @ Work
 (Adapted from Life Makeovers (2000) by Cheryl Richardson)

Self-Care @Work	Yes	No	Comments/Reflections
Do I take a lunch break every day and do something unrelated to work?			
Do I work reasonable hours?			
Do I schedule "breathing room" every day so I can step back, and re-evaluate my priorities?			
Is my office free of clutter?			
Do I have adequate lighting and clean air?			
Do I delegate work to free my time and empower others?			
Do my family/friends honor my work time? If not, have I asked them to?			
Do I have blocks of uninterrupted time without distractions or interruptions?			
Do I have a DO NOT DISTURB sign?			
Have I scheduled specific times for returning phone calls and checking emails?			
Have I stopped taking on more than I can handle?			
Do I drink enough water when I am at work?			
Do I have comfortable shoes/slippers at my office?			
Do I schedule time off from work (sick leave or vacation time) to take care of myself?			
Do I have someone to talk to about my professional life?			
Do I have creature comforts that make my office pleasant (music and other sounds, aroma, artwork)?			
Do I say yes to commitments I later regret?			