The Self-Care HANDBOOK

How to look after yourself mindfully

THE Self-Care workbook

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How to look after yourself mindfully

WELCOME

I'm delighted you have decided to pick up this book and commit some time and focus on your own self-care.

I am a certified life coach and yoga teacher specializing in providing help and advice for professionals and busy business leaders who want to balance success with health and happiness.



This book will help you take a step back from your busy life and find some time for yourself. It will show you how you are important and deserve time for care and attention. With inspiring and practical advice, The Self-Care Workbook will help you identify exactly what it is you need to relax and find calm in your hectic day-to-day life. The workbook is designed to inspire you and give you new ideas and choices. I want it to be your go-to guide for seeing all the possibilities and opportunities in your life.

I suggest you choose a few of the tips from the workbook at first to help you get started. Dip in and out of the book as you progress with your self-care program, and when you find something that works for you, you can incorporate it into your daily routine.

Simi Arora

LIFE COACH & YOGA TEACHER

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What is Self-Care?

Self-care involves taking care of yourself so that you can be physically, mentally, and emotionally well. Put simply, it means doing things for yourself that feel nourishing and its benefits have been linked to higher self-esteem, reduced stress, improved immune system, and increased productivity.

Self-care can be something that is calming and relaxing, something that you need to get done, or something that is physical, spiritual or practical. Therefore, it will not look the same for everyone. It's essentially about listening to your body and mind and deciding what it is you need at that moment in time.

So, how do you get started with a self-care routine?

Well, to get started you can:

First think of activities that bring you joy and restore your energy. Start by choosing one practice you'd like to incorporate into your routine in the following week and reflect on how this makes you feel. When you're ready, add in additional activities.

Here is a example of what a daily self-care routine could look like:

- Write in a journal.
- Spend five minutes paying attention to your breath and setting your intentions for the day.
- Eat a healthy breakfast.
- Reflect on what you're grateful for each night.
- Turn off your phone for a half hour each night.
- Call a friend for a chat.
- Enjoy doing a hobby.
- Create a bedtime routine.

Please note: if you find establishing a self-care practice challenging then it's best to get help and support. You may have barriers to self-care from mental health issues, or past trauma that may be making it more difficult to get started. If this is the case, please seek support from a close friend or trusted professionals.



The Benefits of Self-Care

Self-Care is essential for your well-being but also has other benefits too

HELPS YOU TO COPE

Self-care helps you to cope in the present moment when you're feeling overwhelmed or challenged. It helps you remain calm and purposeful when dealing with obstacles or difficulties.

GIVES YOU A TOOLKIT

Self-care can work as a toolkit when you need help after periods of stress or change in your life. Having a set of tools can help to restore and calm you.

BOOSTS PHYSICAL HEALTH

Self-care can improve your physical health. Taking time for yourself and spending time being relaxed can improve your energy levels for physical activity and can prevent chronic stress from damaging your health.

MAKES YOU MORE PRODUCTIVE

Self-Care will help you become more productive. By slowing down you'll be able to focus on what is actually important. As a result, you'll become more intentional with your time and therefore more productive.









Tips for Self-Care

The way that you incorporate self-care into your day may look very different to another person's self-care routine. Essentially, it is a personal choice and involves listening to your own body and understanding exactly what it is you need. There are many different ways to focus on self-care including eating healthily, getting enough good quality sleep, pampering activities, spending time with friends and family, and scheduling leisure and hobby time into your day.

You might like to include some meditation and relaxation exercises into your morning or evening routine. Deep breathing and meditation are effective ways to relieve stress and develop a sense of calm. Simply grab 5 minutes a day in a quiet place, and notice how meditation can help to resolve conflict and troublesome feelings.

Another great self-care activity is to write in a journal daily. As you write, you will clarify your thoughts and feelings and with a clear mind you'll gain a sense of perspective. You'll feel more peace and joy, less stress as well as getting to know yourself better. It can be a very powerful tool to help you understand what is going on inside your mind and body.

Self-care doesn't have to take up a lot of time or be stressful. Simply make sure that you make time to do things you love and that make you feel good. You'll be so happy you started a self-care practice!

Get Some Sleep

Your bedtime routine should be a quiet and relaxing time. Here are some ideas to you might like to try.

Firstly, switch off all electronic devices the hour before going to sleep.

Next try a simple relaxation exercise or meditation before bed to calm your busy mind and reduce worry, stress or anxiety that might keep you awake.

You might like to read, perhaps with a relaxing drink, or listen to calming music until you start to feel sleepy.

If you lie in bed thinking about important tasks you need to remember to do the next day, try writing these down before going to bed.





Your bedtime routine should be a quiet and relaxing time.

Aim to make your bedtime routine a quiet and relaxing time with these simple but effective ideas. Before you know it, you'll be nodding-off and dreaming.

How To Say No

Do you feel the pressure to say yes to everything? Swamped with the requests from family, friends, work, do you find it difficult to say no?

Saying yes to fulfil other people's needs can lead to you neglecting your own. Saying yes all the time can lead to mental and physical exhaustion.

So, how can you learn to say no?

Saying no is an essential skill for self-care

Saying no is an essential skill for selfcare. It simply means that you're prioritizing your own needs and caring for yourself. Here are some tips for how you can say no.

Firstly, set your personal boundaries. Decide the things, events, or requests you are not willing to do. Once you have this cemented in your mind, it will make saying no a bit easier.

Secondly, when someone asks you to do something, take your time in answering.

Consider what is being asked and how it will impact you and your life. Then, when you're ready, you can answer yes or no truthfully.

Finally, be firm when saying no and don't feel the need to explain. You don't have to give lengthy explanations or apologize.

As soon as you focus on your own needs and put yourself first, you'll become better at saying no.



How to Make Time for Self-Care



Do you have time for self-care? Or are you too busy? Do you feel guilty to make time for yourself? Unfortunately, many people consider being busy as normal. Even though we feel exhausted, we feel pride at being someone who can handle anything life throws at us and our days are filled with activities and events ...many of which are tasks we don't actually want to do.

At the end of every day we wonder why we are so exhausted.

On top of this, the loved ones in our lives need so much from us. Children, partners, family and friends all make demands on our time.

However, we don't have to live this way. Make time for self-care in your day and you'll be less overwhelmed and exhausted.

"Make time for self-care in your day and magically you'll find you are less overwhelmed, less stressed and less exhausted"

So how do you make time for self-care in your busy day? Well, you can start by decluttering your life. It's probable that you have too much on your schedule, even if you think you can manage. Try removing the activities that aren't important and essential and quit multi-tasking.

With the space you've created in your schedule you should now be able to slow down and stop rushing from one thing to the next. Get into the habit of taking a pause and try to be more intentional with your energy and time.

FIVE WAYS TO SELF-CARE



Go for a walk

5

Have a picnic

2

TEN SELF-CARE IDEAS Binge a podcast

Go out for

dinner

3

Take up

Get a massage

Make a grateful list

Bake

som

ookies

Go on a solo

trip

Buy some

8

10

6

5 ideas for Self-Care

Get outside

Getting fresh air in the day can make you feel less anxious and stressed. Sunlight helps keep your serotonin levels high which raises your energy and keeps your mood calm and positive.



Create easy rituals

Create easy rituals to start your day such as making a cup of tea, putting on a calm playlist and lighting a candle. Then spend time writing in your journal so that you're ready for the day.

Avoid caffeine

Try not to consume caffeine. Caffeine remains in your system for up to 5 hours and can disturb your sleep patterns. Instead, switch to green tea or other caffeine-free teas.

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Separate work and self-care

Arrange separate spaces for work and self-care to help balance productivity and rest. While it's tempting to work from the couch, you'll appreciate your break more if it's something new.

Create wind-down routines

Start a wind-down ritual 1 hour before bed without screens. Take 20 minutes to get ready for tomorrow, 20 minutes bathing and 20 minutes reading, stretching or meditating.

If you suddenly and unexpectedly feel joy, don't hesitate. Give in to it. MARY OLIVER



The most beautiful things in the world cannot be seen or even touched. They must be felt with the heart.

HELEN KELLER

The future belongs to those who believe in the beauty of their dreams.

ELEANOR ROOSEVELT





Q and A Simi answers your questions...

Since establishing her coaching practice, Sienna has earned critical acclaim for her expertise about the benefits of self-care. Here she explains all you need to know.

Self-care should be an important part of your daily routine and planned into your schedule for you to reap all the benefits.

What if I am to busy for self-care

I hear you. In our busy lives taking time for ourselves seems to come last. But the benefits of self-care will help you become more productive so make some time in your schedule for things you enjoy.

What does selfcare involve?

Self-care will look different for different people. It's the process of taking care of yourself and nourishing your body and mind. Therefore, it involves activities that you enjoy and that make you feel good. It can include food choices, exercise, hobbies, connecting with friends and family, as well as sleep.

What are the selfcare benefits?

Self-care can improve your physical health, reduce stress and anxiety, boost your self-esteem, protect your mental health and can lead to better relationships.

What small things can I do for selfcare?

Here are a few ideas for getting started with a selfcare practice: Use your commute to find 5 beautiful things on your way to work; help someone by opening a door, or carrying a bag; check in with your emotions by sitting quietly and just name what you're feeling;

write out your thoughts in a journal; choose who you spend your time with; stroke a pet; get positive feedback from some friends; treat yourself by buying a small luxury for yourself.

In time you'll be an expert in your own self-care.

Self-care can improve your physical health, reduce stress and anxiety AND boost your self-esteem.

GALLERV







CANDLES Light a candle to help with your meditation practice



SOAPS Treat yourself to a little luxury with these soaps



CRYSTALS Set a mood for meditation with these crystals



CHOCOLATE Indulge and relax with some dark chocolate



CUSHIONS Make a comfortable corner for meditation



TEAS Pour yourself a cup of tea and truly relax

Your Next Steps

Now you have incorporated some self-care strategies into your daily routine, you can learn how to make self-care top priority in your life with The Anxiety to Purpose 21 Day Coaching

With this online workshop we will be sharing tried-and-tested techniques and tools to make self-care an important and essential part of your daily routine. Stress and anxiety are very common experiences of today'ss world due to unhealed past trauma, constant comparisons, lack of deeper self worthiness and connection with oneself. In this course, you learn the root cause of anxiety, reprogram your mind for inner strength, develop clarity and discover your purpose Archetype. Through purpose and passion, you develop a career path that supports your highest vision and offer you freedom, joy and success in your life.

CLICK HERE TO JOIN THE ANXIETY TO PURPOSE COACHING

https://www.simiarora.com/anxiety-to-purpose/



Overcome negative *thinking*

Negative thoughts are an inevitable part of life and to overcome them we need to acknowledge them and recognize that they are just thoughts, nothing else.



Observe your negative thoughts and let them flow without consciously attaching emotions to them.



Remind yourself that you are not your thoughts. Thoughts are just thoughts and not you. They don't define you.

When you recognize that you are NOT your thoughts, it becomes easier to disassociate from the negative thinking. View your thoughts from a neutral, objective point of view and simply be curious about what is going on inside your mind.

Write down the 5 most painful negative thoughts and rate them 0-5 (where 5 is most and 1 is least painful).

Ask yourself: Would I use this negative language with a friend? Imagine how your friend would feel if you used this negative language with them.

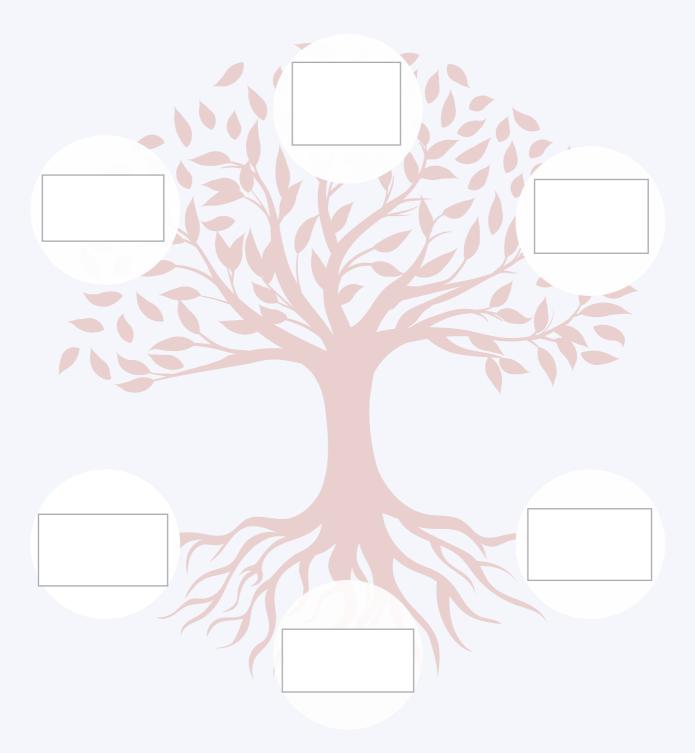
Now you have identified the thoughts that are the most upsetting and have successfully disassociated from them, you can replace them with something positive. As you rephrase your thoughts, imagine the positive and loving language you would use with a close friend.

Rre-write the thoughts into loving, positive messages.

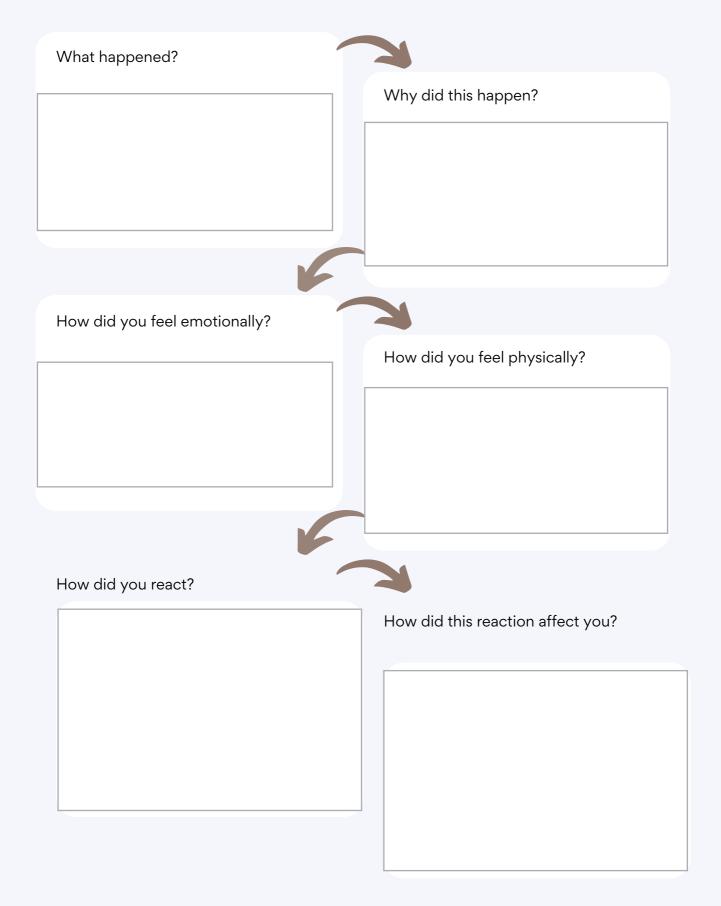
Congratulations - you have overcome your negative thinking and replaced it with loving kindness.

The Roots of Stress

Write the signs of stress you're experiencing in the roots of the tree. Then list your self-care strategies to help cope with the stress in the leaves of the tree.

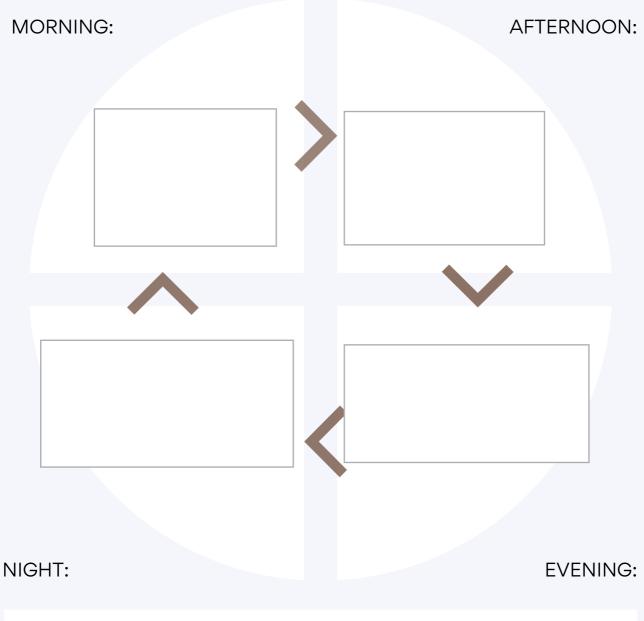


Managing *Emotions*



My Perfect Day

Visualize your perfect day from when you get up until when you go to sleep. Record what that day looks like here.



Now you can reflect on your perfect day and identify things from it that are important to you. What themes do you notice?

Circles of *Influence*

Here is a tool that helps you take back control when you're feeling stressed. Think of situation that has you feeling anxious. Consider all the things that are contributing to this feeling and jot them in the appropriate place below.



For the things you can control and influence, write some steps to take action. Ignore the things that are out of your control or influence.

Think Differently

This tool will help you replace negative thoughts with more accurate thoughts that reflect the reality of a situation.

Write any negative thoughts are causing you distress in the box below.

E

What led t	to these	e though	ts?		How do	these thc	oughts ma	ke you fe	el?
What evid true?	ence sł	nows the	ese thoug	hts are	What ev not true		ows these	e thought	s are
					facts? Marl are based				9
1	2	3	4	5	6	7	8	9	10
						urate thou	1.12		

How does this new thought make you feel?

Self-Compassion

It's important to treat yourself with the same care that you would treat a good friend. However, when facing a challenging situation, most of us are not very self-compassionate and speak to ourselves using critical language, such as "I'm so stupid". This exercise is designed to help you develop a more compassionate way of talking to yourself when the things get difficult.

Describe a time when a close friend faced a challenging situation.

What would you say to your friend?

What would you do for your friend?

Now describe a time when you faced a challenging situation.

What did you say to yourself?

What did you do?

Are there are any differences in your responses?

What has this helped you to learn?

Shifting *Thinking*

Think about your life as it is now. What do you have that you don't want anymore? Write these in the bins below.



Now for each bin think about how you can rephrase and change the wording into something more positive.



Why do you think it's important to rephrase your wording to focus on what you do want rather than what you don't want?

Success Story

Think about a time when you succeeded at something that was important to you.

Write about the success and how it happened:

What steps did you take to make this success?



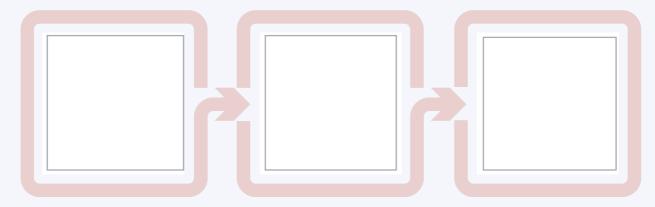
What can you learn from this experience?

Success Story

Think about a time when you succeeded at something that was important to you.

Write about the success and how it happened:

What steps did you take to make this success?



What can you learn from this experience?

Thought Record

Recording your thoughts, feelings and behaviours in this record will help you to reflect on difficult situations and problems.

SITUATION What happened?	FEELINGS How did you feel?	THOUGHTS What did you think?	BEHAVIOUR What did you do?

Likes and *Dislikes*

Make a note in each column of events that make you feel great (LIKES) and events that make you feel miserable (DISLIKES)

LIKES	DISLIKES

How could you reduce doing the things you dislike?

How could you increase doing the things you like?

What actions will you now take after doing this exercise?

Action 1:

Action 2

Action 3:

Coping With *Anxiety*

From Bourne and Garano (2016)

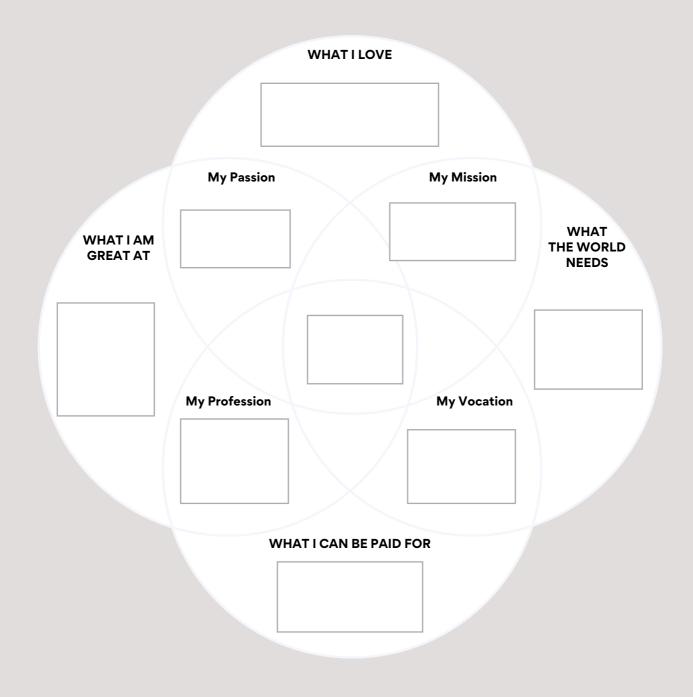
When you're feeling anxious, work through this checklist to help you

Relax your muscles and focus on your breathing through exercises such as yoga, breathing exercises and meditation.
Use music, visualizations, and meditation to relax your mind
Change the way you think to include alternatives or solutions to the anxiety you're currently experiencing.
Try to face your anxiety so you can experience that your presumed outcome is not always the true outcome.
Take regular exercise as this helps lift your mood, improves brain function and helps you to cope with your anxiety.
Eat a balanced, healthy diet and spend mealtimes eating mindfully
Ensure you get enough rest and good quality sleep.
Simplify your life so that you avoid unnecessary stress.
Try not to worry. If you find yourself worrying about something use strategies to stop it.
Lastly, develop a toolbox of strategies to help you cope with your anxiety.

Venn Diagram of *Purpose*

The Venn Diagram of Purpose is a concept developed by Andres Zuzunaga.

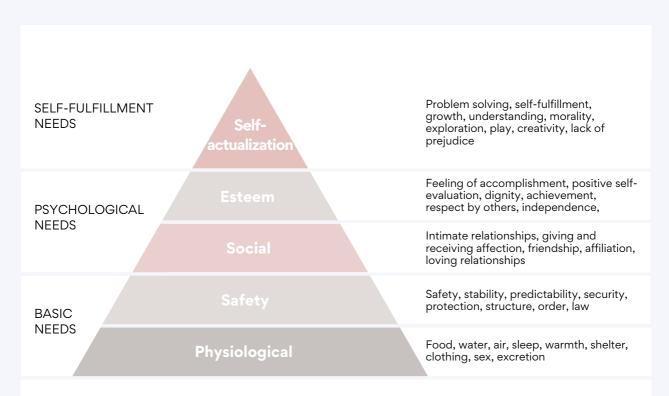
To discover your purpose, you first identify: what you love, what the world needs, what you can be paid for, and what you are good at. Your purpose can be found at the point at which these four elements converge in the Venn diagram.



Maslow's Hierarchy of Needs

Maslow's hierarchy of needs is made up of a five-tier model of human needs, depicted as hierarchical levels within a pyramid.

Needs lower down in the hierarchy must be satisfied before individuals can attend to needs higher up.



How do you currently meet these needs?

What could you do to meet these needs if you're not doing so already?

Self-Care Bingo

How to play: Each time you complete a self-care activity mark it on the grid below. As soon as you have marked all the squares, shout "Self-Care Bingo".

Start a compliments file	Take a different route to work	Pay attention to an autopilot activity	Schedule 5 minutes of play into your day	Do a one- minute meditation
Go cloud- watching	Do a mini- declutter of your wardrobe	Unplug for an hour	Start a compliment s file	Start a compliments file
Go outside and enjoy the sunshine	Give your body 10 minutes of attention	FREE	Look lovingly at yourself naked	Plan a week of healthy breakfasts
Treat yourself to a small luxury	Run or walk for 30 minutes	Get down and boogie to some music	Do some yoga and stretch	Make a connection with someone new
Sit quietly and feel your emotions	Breathe deeply into your belly and chest	Find 5 beautiful things	Write your thoughts in a journal	Spend an hour doing something just for you

Nurturing & Depleting Tasks

Many of the tasks we do each day can either add to or take away from our wellbeing. This exercise will help you to identify those every-day tasks that are nurturing or depleting your energy or mood.

List the activities/tasks you do in a typical day. Then decide whether they are nurturing (N) or depleting (D) your energy. Check the appropriate box and total each column.

Daily Task	Ν	D
TOTAL		

Reflect on the balance between these nurturing and depleting tasks in your day

How could you introduce more nurturing moments into your life?

My Self-Care Plan

Signs that I'm getting overwhelmed

My ways to cope with stress

People I can go to for support

My positive affirmations

Places that help me relax

Activities that help me relax

Music to help me relax

My Self-Care Plan

Physical

Emotional

Social

Spiritual



Self-Care Assessment

	REGULARLY	SOMETIMES	NOT AT ALL	WILL IMPROVE
Eat healthily				
Drink enough water				
Listen to music				
Exercise				
Meditate				
Get enough sleep				
Use affirmations				
Breathing exercises				
Learn something new				
Gratitude exercises				
Spend time in nature				
Get some sunshine				
Stretch				
Connect socially				
Read books				
Do hobbies				
Unplug				
Take breaks				
Ask for help				
Journal				
	REGULARLY	SOMETIMES	NOT AT ALL	WILL IMPROVE
MY SCORE TOTALS				

My Self-Care Routine

Review the list and circle the self-care strategies that would be helpful to you.

Unplug	Being creative		Decluttering	Bathing
	Relaxation	Readir	ng Ga	ardening
Talking		Mindfulness	Phone calls	Movies
Journal writ	Sleep ro ing	outine	Nutrition Exer	cise
A	ffirmations	Hobbies	Learning	Massage

Schedule your self-care strategies into your week

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

I will [insert self-care strategy] for [length of time] at least [number] times per week.

l will	for	at least	times per week.
l will	<u>f</u> or	at least	times per week.
I will	<u>f</u> or	at least	times per week.

The Ideal Me

Set your timer for 5 minutes and then write about or sketch your best future self below. Imagine your life the best it could possible be. Imagine that you have achieved everything you want in life.

