

Self-Care: Finding the Time

"The greatest weapon against stress is our ability to choose one thought over another."

-William James

If you have **10** minutes...

Write in a journal	Call or spend time with a friend
Meditate	Tidy your work area
Assess your self-care	Draw a picture
Watch a sunrise or sunset	Dance
Listen to soothing sounds	Surf the web for inspiring quotes
Read something for pleasure	Eat a meal with family or friends
Review the past few hours to list 3 things you are grateful for and what has been sacred to you	Take some quiet time to reflect on what you need from others in your life and how you can ask for help
Talk to a friend, family member, or co-worker about a problem or frustration	Plan a meeting/celebration to acknowledge an accomplishment or milestone
Discuss training opportunities with your supervisor	Take a brisk walk at your lunch break or when you get home from work
Take some quiet time in the TMC Chapel or another quiet place.	Add things to your work area that bring you joy- plants, photos, inspiring or funny quotes

If you have **30** minutes...

Get a massage	Exercise vigorously
Eat lunch with a co-worker	Take a bubble bath
Read non-related work literature	Go for a walk and spend time in nature
Go shopping for something fun	Practice yoga
Watch your favorite TV show	Play a game with family/friends
Listen to your favorite album	Cook a meal
Write a positive letter or email to someone	Discuss self-care, burnout, or compassion fatigue at a staff meeting
Have a "walking" meeting where you walk with colleague rather than meet in an office	Attend first Friday concert, view the art at TMC, go to Farmers Market
Spend time in a garden, go for walk in nature	Visit a friend you haven't seen in a while
Write down your goals and dreams	Read a story of someone who has faced adversity and overcome it with resilience & hope
Volunteer for a cause you feel strongly about	Spend time with those you love
Play with a child	Use transitions to/from work as "sacred space"

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Self-care does not have to be time consuming. As nice as it would be to take a 3 week vacation to a tropical island, most of us do not have the time or resources for that. Below are some tips for using the time you do have effectively.

If you have **2** minutes...

Take a few deep breathes	Doodle
Do some stretches	Acknowledge one of your accomplishments
Daydream	Say no to a new responsibility
Share a smile or laugh with a coworker	Complement yourself
Look out the window	Spend time with your pet
Let someone know that you may need some time to talk later in the day.	Leave a message or send an email to someone important to you, letting them know you are thinking of them.
Read or tell a good, appropriate joke	Do an "Act of Kindness", no matter how small or humble
Make coffee	Sign up for a training opportunity
Note a strength or quality you value in someone else and share it with them.	Suck on a peppermint or a stick of gum
Have a cup of tea, coffee or a refreshing drink	Look at a photo of someone you love

If you have **5** minutes...

Listen to music	Have a cleansing cry
Chat with a coworker	Sing out loud
Jot down your dreams	Step outside for fresh air
Enjoy a healthy snack	Check in with family/friends
Look at pictures of loved ones	Send an email that has been nagging you.
Have a conversation with someone you don't normally work with	Schedule a team meeting
Straighten up your desk or work area	Massage your forehead or hands
Take a brisk walk to drop off something to another department	Run in place, do some jumping jacks, or touch your toes 10 times
Think of three things for which you are grateful.	Take a spiritual break
Have a piece of dark chocolate	Take a quick break from technology