



Self-Care Mastery: Simple, Practical Strategies for Everyday Well-being

By

Rifa Safiah

Volume I



Usage Rights & Disclaimer

Usage Rights

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning, or otherwise, without the prior written permission of the publisher.

Disclaimer

All the material contained in this book is provided for educational and informational purposes only. No responsibility can be taken for any results or outcomes resulting from the use of this material.

While every attempt has been made to provide information that is both accurate and effective, the author does not assume any responsibility for the accuracy or use/misuse of this information.



- Table of Contents -

5 Actions to Take at Work Daily to Practice Self Care	4
4 Things You Can Do to Your Workspace to Encourage Self-Care	6
6 Tips for Practicing Self Care Even When Times are Tough	8
5 Super Easy Self-Care Practices to Brighten Your Day	10
5 Unique Ways to Practice Self Care	12



5 Actions to Take at Work Daily to Practice Self Care

Where does self-care happen? If you think it stays solidly at home, you're not alone. Most people would expect self-care to be something which takes place after the workday is over.

What if you considered self-care something which can happen anywhere? How would this change your life? Read on to discover five actions you can take at work daily to practice self-care.

Get Out More

The idea of escaping from your workplace might seem pretty appealing, especially when you've been having a rough day. Sometimes your best form of self-care is to get out for a while. If possible, take some of your breaks outside. Go for a short walk. Breathe some fresh air. This will help restore your equilibrium and feel better about the rest of your day.

Initiate Conversations

It doesn't matter whether you go to work or are working at home, you probably still have coworkers. Taking a few minutes to connect with them, even in a short text or conversation helps to build connections you sorely need. This is more than just networking. We all need to feel like we're not alone. Building work friendships starts in these conversations and keeps you feeling like you're not alone. You especially need this when you're spending a third of your day with these individuals.

Ask for Stuff

Self-care makes sure your needs are met. This means having conversations with your boss when you have questions or concerns, and in making sure you're part of



things, especially on projects you feel passionately about. Self-care means sticking up for yourself to get these things when you feel like they're not being offered. Doing these things is what makes work meaningful and fulfilling.

Drink More

No, you don't need a shot of tequila. We're talking about water. Staying hydrated is one of the simplest forms of self-care which is overlooked more often than you think. Did you know 75% of Americans are chronically dehydrated? This affects cognitive function, which in turn affects your work. Is it any wonder self-care means drinking water throughout the day?

Play Games

Work becomes more interesting when you feel like you're challenged. Sometimes this means you have to be the one to set the challenges. Make your day interesting by setting mini goals for yourself. Set a timer and try to beat the clock when it comes to getting things done. See how much of your 'To Do' list you can cross off before the end of the day. Be creative and have fun!

By doing all of these things daily, you'll find your workday is much more interesting and you get more done. More importantly, you'll feel better, both mentally and physically when you get into the habit of self-care at work.





4 Things You Can Do to Your Workspace to Encourage Self-Care

What does your workspace say about you? Most people try to find ways to personalize the space where they work. While not every job allows for much in the way of personal touches, there are some things you can do to keep your workspace uniquely you. This lends itself to better productivity.

But how does your workspace impact your health? Think about this: there are many things you can do to workspace to encourage self-care. Imagine how this could change your life.

Try these things:

Build Better Boundaries

There are times when you can deal with an interruption, and times when you just need to work. Look for ways to create better boundaries to keep your productivity high, and your frustration low. If you have the ability to shut your door when you need to concentrate, do so. If not, talk to your coworkers about how to signal them when you are in interruption-free mode.

Clean Up Your Act

Sometimes the simplest self-care action at work is to create a better workspace for yourself, by cleaning up the clutter. By being able to find what you need, when you need it, you preserve your sanity and get more done.

Escape to Eat

Your workspace should never be a dining hall. When your lunch break comes around, it's time for you to go. The problem with eating at your desk, is you become tempted to keep working while you eat. The best self-care practice at



lunchtime is to step out and eat elsewhere. Even if you work from home, the very act of eating away from your workspace can do wonders for your mental health. Go to another room or even just pick a different chair at the kitchen table as a way of telling your brain you're done working for the time being.

Put Away the Screens

While it's not always practical to put away your laptop or tablet, it's good to do so when you can. Why? After a few hours, staring at any screen, whether it's on your phone or elsewhere, can make your eyes hurt. This constant exposure to electronics can be very wearying and even cause damage to your body over time. Don't believe it? Consider how many people you know, yourself included, who have had problems with carpal tunnel in the past year or two. The solution? Make a point of doing some things by hand. 'To do' lists don't need to be on an app or computer screen to be effective. Also, clustering jobs which aren't tech-heavy, can give you a nice break during the day.

The key to self-care at work is in making your workspace work for you, not against you. By paying attention to these simple details, you'll feel more productive and enjoy your work day more.



@recalibratenetwork



6 Tips for Practicing Self Care Even When Times are Tough

In today's world, we can expect things to go wrong. Between worries about health, finances, family, and all those things we cannot control such as world events, it can be very difficult to practice self-care. It's hard to think about ourselves when we are worried or experiencing upheaval. At the same time, it's more important than ever to practice self-care during times such as these.

What can you do to take care of yourself even when times are tough?

Accept Things Aren't Perfect

By refusing to let go of normalcy and accept things are different right now, you create impossible levels of stress, and unnecessary suffering. The best practice? Step back. Acknowledge what's going on. Realize you might need a different game plan for a while. This puts you less on the defensive and more in control.

Eat Something

You're not apt to feel hungry when you're stressed. When you do eat, you might find yourself grabbing what's easy. This means eating a lot of fast food or empty calories. Your better bet? Start scheduling your meals. Make an effort to eat a balanced diet. Having the proper fuel will go a long way to helping you get through what you need to.

Exercise

Putting your body in motion when you're under this kind of stress seems almost crazy at first glance. On the other hand, when you are overwhelmed, it's very easy to slip into a routine of inactivity. To fix this, make a point to get up and move around every few hours. It's especially helpful to get outside if you can.



Remember, movement has been proven to ease stress, and help you feel better even when things are difficult.

Sleep

Sleeping isn't always easy when everything is chaotic around you. You might find it easier to sleep if you create a bedtime routine and hold to it. Slow your mind through journaling or other quiet activities that will help you process what you're going through. Do what you need to relax yourself in order to get a good night's sleep.

Talk to Someone

Never try to go it alone. Difficult times call for a support network. Make talking to others a priority. Even socialization over the phone or via video conferencing will go a long way to keeping you on an even keel. If you're really struggling in dealing with this situation, you might want to consider talking to a counselor or other professional.

Do Something to Relax

Lastly, remember to take time to pamper yourself. Look for small ways to give yourself relief. Time out for a bubble bath, to read a good book, or to indulge in hobbies will help restore your equilibrium.





5 Super Easy Self-Care Practices to Brighten Your Day

Self-care seems complicated, especially when it comes to finding ways to insert positivity into a day that isn't going as well as you'd like. With a little attention though, you can turn even the most unpleasant day into something better through these acts of self-care.

Take Note of Every Success

Life is hard, so whenever things go right, you want to pay attention. With every accomplishment or success, celebrate. It doesn't matter how small the reward is. The point here is to take note of the accomplishment and to remind yourself you did a good thing.

Shut Down

How can you possibly experience self-care when you are distracted? By setting aside the electronics and giving yourself room to pay attention to what you're doing, you will reap more benefits from your self-care routine. You can post about it on social media later.

Upgrade Your Atmosphere

We all love when we are in pleasant surroundings. Too often though, we discount our ability to change things. We don't have the money for a full remodel, or to create the perfect space, and so we close our eyes and try to ignore how the room makes us feel. By releasing the mindset, you have to change everything at once; you can start to create the perfect space in small ways through adding items you love from thrift stores or other sources, or treating your space to a new coat of paint. Over time, you will create the perfect room.



Treat Yourself Like a Child

When you were a child, you loved many things. There were certain toys you couldn't wait to play with, or specific activities in which you loved to indulge. Revisit those now by adding play time to your self-care routine. Get some crayons or finger paints. Go on a long bike ride. Enjoy a board game with some friends. You'll be surprised how enjoyable this form of self-care is.

Create a Care Package

Sometimes it helps to create a basketful of self-care items that you love. Put your favorite lotions or bubble bath in a special place. Add to it a new book, some candy, or whatever else helps give you a pick-me-up when you need one. Now set this basket aside and use it as a special reward anytime you're having a rough day.

While not every day is going to be perfect, being able to act on these tips can certainly help. The key is to pay attention to your mood, and when you feel things falling, to act immediately. Mindfulness and self-care truly are the keys to making any day better.





5 Unique Ways to Practice Self Care

It's a well-known fact we need to be practicing self-care. But sometimes it seems a little boring. We do the same old things: exercising, eating great, trying to do nice things for ourselves but it never stops feeling selfish, nor does it seem to get any easier.

It's time to change things up. Let's look at some unique and interesting ways to practice self-care in ways that make you feel good about what you're doing.

Eat Right

You already know the importance of a good diet. Now consider taking it to the next level. Make a practice of looking for foods that are healthy and natural. Look for home-grown items at a farmer's market. Consider sustainable foods.

Remember, eating right can have a healthy impact on those around you with only a little thought and consideration.

Connect

Looking for a way to spoil yourself? Rather than indulge in shopping therapy, why not instead invest in time with others rather than in more consumer goods?

Having lunch with a friend brings a positive impact upon both your life and theirs.

Express Your Emotions

When we shut down and try to control our emotions, we do ourselves more harm than good. Holding things in only leads to additional stress, higher blood pressure, and other negative physical affects. Instead, look for ways to express how you feel. Indulge in art. Journal. Get into deep conversation with others. All of these will help you to come to a better understanding of how you feel and will aid in letting go of negativity.



Pamper Yourself

There is nothing wrong with indulging in little self-spoiling actions such as bubble baths, a manicure, or a massage. By taking the extra effort to use natural products and treat those around you well, you benefit yourself, the environment, and others.

Stretch Your Mind

Self-care often includes time out to read a good book or to watch a movie. Again, both of these are great ideas. To take this to the next level, try watching a documentary instead, or reading something which has an impact upon how you think. Good examples of positive reading material include inspiring biographies, books on environmental issues, and anything which educates or keeps you informed.

By following these tips, self-care becomes interesting again. Even more important, you start seeing how you can impact the world in positive ways even when you're just taking care of yourself.

