

SELF-CARE ACTIVITY LIST

SOFT WORK RITUALS TO TAKE CARE OF YOURSELF AT WORK

Set an attention anchor/ intention at the start of your work day.

Write your top 3 priorities before checking your email.

Use a 50/10 timer: 50 minutes of focus, 10 minutes of movement.

Schedule a daily 15/5 minute buffer: Between clients, meetings, tasks.

Set a reminder to check your energy at 2pm: do what your body needs.

Have a transition tea: One mindful cup before logging on/changing tasks.

Intentional breath: before you open a stressful email, inhale for 4, exhale for 6.

Create a 'safe base' signal: Keep one small object nearby to remind you of safety.

Light a candle to signal focused work time.

Use aromatherapy (like peppermint or citrus) to give you a boost mid- afternoon.

Set a 5 minute timer to tidy your desk/inbox/files. A little bit at a time.

Keep a 'Delights' journal and add one thing every day.

Commit to not checking/responding to emails after hours.

Use 'Sleep Mode'/Do Not Disturb to disconnect from your phone after 6pm.



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SELF-CARE ACTIVITIES FOR WHEN OVERWHELM HITS AT WORK

Return to your attention anchor/ intention throughout the day.

Seek out your safe base signal when you need it. touch, smell, hold it.

Soak in Sunlight: Step outside for 2-5 minutes.

Sip cold water slowly and mindfully.

Notice 5 things you see, 4 things you hear, 3 things you feel, 2 smells, 1 taste.

Mood reset song: dance, sway, listen, reset. Follow what your body needs.

Choose a Somatic Exercise:

- Butterfly taps
- Hand gliding
- Whole body sway with arm swing
- Forehead and neck cradle
- Heel drop flop
- Heart circles
- Nervous system eye reset
- Tapping/knocking on sternum
- Arm squeezes
- Ear rub (sound focus)
- Tense palm push
- Physiological sigh
- Alternate nostril breathing
- Whole body shake out

