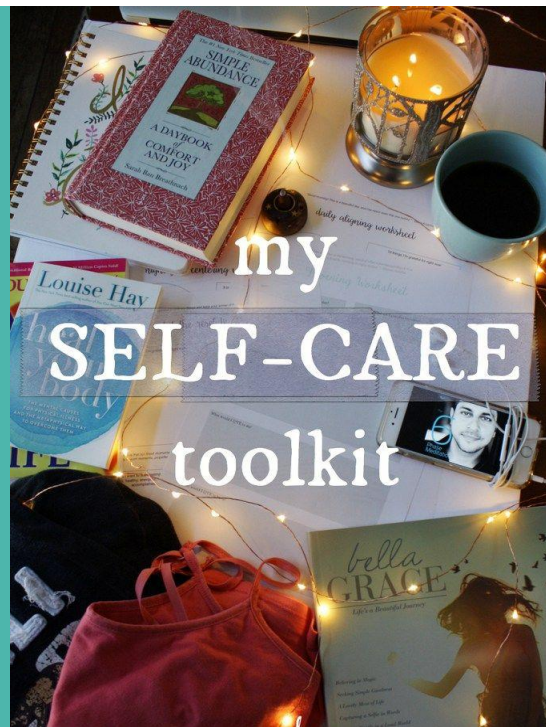


SELF-CARE TOOL KIT & WELLNESS ASSESSMENTS



SELF CARE WORKSHEET FOR COVID-19

Practice mental health self care during the COVID-19 Pandemic

1 ATTENTION DIET



Identify 2-3 reliable sources of information

1. _____
2. _____
3. _____



Designate a specific time of day to consume that information: _____ am/pm



Limit the duration you are consuming that information: _____ minutes



Number of times a week you will consume that information: _____ /week



Stick to a set schedule and don't overwhelm yourself by checking more than you have designated

2 DEALING WITH STRESS & ANXIETY

- Accept that some anxiety and fear is normal
- Find a balance and limit yourself from consuming news stories
- Talk about the stress and anxiety to a close family or friend
 - what do you think the cause is?
 - how does it make you feel (physical & emotionally)?
 - why do you think it makes you feel that way?
 - what can you do to prevent or mitigate it next time?
- Seek support from a family, friend or professional
- Challenge worries and anxious thoughts. Working through them can help you understand that most of them are unrealistic.

3 PRACTICE SELF CARE

Circle the self care activity that you would be most likely to enjoy doing. Fill in your own self care activities in the empty spaces below:



Connect Digitally



Listen to Music



Arts & Crafts



Have a Daily Routine



Learn Something New



Stay Active



Watch a Movie



Take an Online Course



Meditation / Breathing Exercise



Send a Letter or Message to Someone You Can't Be With



Read a Book



Baking



Play Board Games



Proper Rest & Sleep



List 10 Things You Are Grateful For in Life



Write a Journal Entry



Painting



Eat Healthy



Avoid Substance Abuse



Do 3 Acts of Kindness

4 WORKING FROM HOME



Have a separate work space from your personal space



Check in with your colleagues regularly (video calls, emails and chat)



Set a scheduled time for doing your work and maintain that daily routine



Take necessary breaks and get up from your work space



Set clear expectations of tasks that need to be completed each day



Do not use extra time to work, keep your personal time for unwinding

WINDOW OF TOLERANCE

The window of tolerance and different states that affect you



HYPERAROUSAL

- Abnormal state of increased responsiveness
- Feeling anxious, angry and out of control
- You may experience wanting to fight or run away



DYSREGULATION

- When you start to deviate outside your window of tolerance you start to feel agitated, anxious, or angry
- You do not feel comfortable but you are not out of control yet

SHRINK
your Window
of Tolerance

Stress and trauma
can cause your
window of
tolerance to
shrink

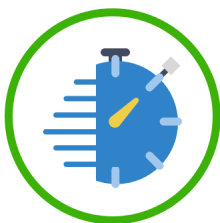
Think of the window of tolerance as a river and you're floating down it. When the river narrows, it's fast and unsafe. When it widens, it slows down and you:

- are at a balanced and calm state of mind
- feel relaxed and in control
- are able to function most effectively
- are able to take on any challenge life throws at you

Meditation,
listening to music,
or engaging in
hobbies can
expand your
window of
tolerance

EXPAND
your Window
of Tolerance

**WINDOW OF
TOLERANCE**



DYSREGULATION

- You start to feel overwhelmed, your body might start shutting down and you could lose track of time
- You don't feel comfortable but you are not out of control yet



HYPOAROUSAL

- Abnormal state of decreased responsiveness
- Feeling emotional numbness, exhaustion, and depression
- You may experience your body shutting down or freeze

WINDOW OF TOLERANCE AWARENESS WORKSHEET

Identify, recognize the symptoms you experience and build awareness



For **HYPERAROUSAL**, check all the symptoms you experience and enter the level of severity from 1 to 5 (one is the least severe and five is extreme and paralyzing):

- Abnormal state of increased responsiveness
- Feeling anxious, angry and out of control
- You may experience wanting to fight or run away

HYPERAROUSAL

- | | | | | | |
|-----------------------|---|--------------------------|-----------------------|---|-----------------------------------|
| <input type="radio"/> | — | Anxiety | <input type="radio"/> | — | Addictions |
| <input type="radio"/> | — | Impulsivity | <input type="radio"/> | — | Over-Eating |
| <input type="radio"/> | — | Intense Reactions | <input type="radio"/> | — | Obsessive Thoughts/Behaviour |
| <input type="radio"/> | — | Lack of Emotional Safety | <input type="radio"/> | — | Emotional Outbursts |
| <input type="radio"/> | — | Hyper-Vigilance | <input type="radio"/> | — | Chaotic Responses |
| <input type="radio"/> | — | Intrusive Imagery | <input type="radio"/> | — | Defensiveness |
| <input type="radio"/> | — | Tension | <input type="radio"/> | — | Racing Thoughts |
| <input type="radio"/> | — | Shaking | <input type="radio"/> | — | Anger/Rage |
| <input type="radio"/> | — | Rigidity | <input type="radio"/> | — | Physical and Emotional Aggression |
| <input type="radio"/> | — | ----- | <input type="radio"/> | — | ----- |
| <input type="radio"/> | — | ----- | <input type="radio"/> | — | ----- |



For **HYPOAROUSAL**, check all the symptoms you experience and enter the level of severity from 1 to 5 (one is the least severe and five is extreme and paralyzing):

- Abnormal state of decreased responsiveness
- Feeling emotional numbness, exhaustion, and depression
- You may experience your body shutting down or freeze

HYPOAROUSAL

- | | | | | | |
|-----------------------|---|-----------------------------------|-----------------------|---|--------------------------------------|
| <input type="radio"/> | — | The feeling of being disconnected | <input type="radio"/> | — | Decreased Reactions |
| <input type="radio"/> | — | No Display of Emotions | <input type="radio"/> | — | Shame/Embarrassment |
| <input type="radio"/> | — | Auto-Pilot Responses | <input type="radio"/> | — | Depression |
| <input type="radio"/> | — | Memory Loss | <input type="radio"/> | — | Difficulty Engaging Coping Resources |
| <input type="radio"/> | — | Feign Death Response | <input type="radio"/> | — | Low Levels of Energy |
| <input type="radio"/> | — | Numbness | <input type="radio"/> | — | Can't Defend Oneself |
| <input type="radio"/> | — | Disabled Cognitive Processing | <input type="radio"/> | — | Shutdown |
| <input type="radio"/> | — | Reduced Physical Movement | <input type="radio"/> | — | Can't Say No |
| <input type="radio"/> | — | ----- | <input type="radio"/> | — | ----- |
| <input type="radio"/> | — | ----- | <input type="radio"/> | — | ----- |

Compassion Satisfaction/Fatigue Self-Test for Helpers¹

Helping others puts you in direct contact with other people's lives. As you probably have experienced, your compassion for those you help has both positive and negative aspects. This self-test helps you estimate your compassion status: How much at risk you are of burnout and compassion fatigue and also the degree of satisfaction with your helping others. Consider each of the following characteristics about you and your **current** situation. Write in the number that honestly reflects how frequently you experienced these characteristics in the last week. Then follow the scoring directions at the end of the self-test.

0=Never 1=Rarely 2=A Few Times 3=Somewhat Often 4=Often 5=Very Often	
Items About You	
1.	I am happy.
2.	I find my life satisfying.
3.	I have beliefs that sustain me.
4.	I feel estranged from others.
5.	I find that I learn new things from those I care for.
6.	I force myself to avoid certain thoughts or feelings that remind me of a frightening experience.
7.	I find myself avoiding certain activities or situations because they remind me of a frightening experience.
8.	I have gaps in my memory about frightening events.
9.	I feel connected to others.
10.	I feel calm.
11.	I believe that I have a good balance between my work and my free time.
12.	I have difficulty falling or staying asleep.
13.	I have outburst of anger or irritability with little provocation
14.	I am the person I always wanted to be.
15.	I startle easily.
16.	While working with a victim, I thought about violence against the perpetrator.
17.	I am a sensitive person.
18.	I have flashbacks connected to those I help.
19.	I have good peer support when I need to work through a highly stressful experience.
20.	I have had first-hand experience with traumatic events in my adult life.
21.	I have had first-hand experience with traumatic events in my childhood.
22.	I think that I need to "work through" a traumatic experience in my life.
23.	I think that I need more close friends.
24.	I think that there is no one to talk with about highly stressful experiences.
25.	I have concluded that I work too hard for my own good.
26.	Working with those I help brings me a great deal of satisfaction.
27.	I feel invigorated after working with those I help.
28.	I am frightened of things a person I helped has said or done to me.
29.	I experience troubling dreams similar to those I help.
30.	I have happy thoughts about those I help and how I could help them.
31.	I have experienced intrusive thoughts of times with especially difficult people I helped.
32.	I have suddenly and involuntarily recalled a frightening experience while working with a person I helped.
0=Never 1=Rarely 2=A Few Times 3=Somewhat Often 4=Often 5=Very Often	
33.	I am pre-occupied with more than one person I help.
34.	I am losing sleep over a person I help's traumatic experiences.
35.	I have joyful feelings about how I can help the victims I work with.
36.	I think that I might have been "infected" by the traumatic stress of those I help.
37.	I think that I might be positively "inoculated" by the traumatic stress of those I help.

¹ Adopted by B. Stamm and included in a chapter in C. R. Figley (Ed.) (in press), *Treating Compassion Fatigue*. Philadelphia: Brunner/Mazel.
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	38. I remind myself to be less concerned about the well being of those I help.
	39. I have felt trapped by my work as a helper.
	40. I have a sense of hopelessness associated with working with those I help.
	41. I have felt "on edge" about various things and I attribute this to working with certain people I help.
	42. I wish that I could avoid working with some people I help.
	43. Some people I help are particularly enjoyable to work with.
	44. I have been in danger working with people I help.
	45. I feel that some people I help dislike me personally.
	Items About Being a Helper and Your Helping Environment
	46. I like my work as a helper.
	47. I feel like I have the tools and resources that I need to do my work as a helper.
	48. I have felt weak, tired, run down as a result of my work as helper.
	49. I have felt depressed as a result of my work as a helper.
	50. I have thoughts that I am a "success" as a helper.
	51. I am unsuccessful at separating helping from personal life.
	52. I enjoy my co-workers.
	53. I depend on my co-workers to help me when I need it.
	54. My co-workers can depend on me for help when they need it.
	55. I trust my co-workers.
	56. I feel little compassion toward most of my co-workers
	57. I am pleased with how I am able to keep up with helping technology.
	58. I feel I am working more for the money/prestige than for personal fulfillment.
	59. Although I have to do paperwork that I don't like, I still have time to work with those I help.
	60. I find it difficult separating my personal life from my helper life.
	61. I am pleased with how I am able to keep up with helping techniques and protocols.
	62. I have a sense of worthlessness/disillusionment/resentment associated with my role as a helper.
	63. I have thoughts that I am a "failure" as a helper.
	64. I have thoughts that I am not succeeding at achieving my life goals.
	65. I have to deal with bureaucratic, unimportant tasks in my work as a helper.
	66. I plan to be a helper for a long time.

Self-Test Scoring Instructions

Please note that research is ongoing on this scale and the following scores should be used as a guide, not confirmatory information.

1. Be certain you respond to all items.
2. Mark the items for scoring:
 - a. Put an x by the following 26 items: 1-3, 5, 9-11, 14, 19, 26-27, 30, 35, 37, 43, 46-47, 50, 52-55, 57, 59, 61, 66.
 - b. Put a check by the following 16 items: 17, 23-25, 41, 42, 45, 48, 49, 51, 56, 58, 60, 62-65.
 - c. Circle the following 23 items: 4, 6-8, 12, 13, 15, 16, 18, 20-22, 28, 29, 31-34, 36, 38-40, and 44.
3. Add the numbers you wrote next to the items for each set of items and note:

Your potential for Compassion Satisfaction (x):

118 and above = extremely high potential
 100-117 = high potential
 82-99 = good potential
 64-81 = modest potential
 below 63 = low potential

Your risk for Burnout (check):

32 or less = extremely low risk
 33-37 = low risk
 34-50 = moderate risk
 51-75 = high risk
 76-85 = extremely high risk

Your risk for Compassion Fatigue (circle):

26 or less = extremely low risk
 27-30 = low risk
 31-35 = moderate risk
 36-40 = high risk
 41 or more = extremely high risk

Chart by circling the appropriate score categories below for your assessed level of risk.

Level of Risk	Burnout Level	Compassion Fatigue (CF) Level	Satisfaction Level
High/Extremely High	51 or more	36 or more	82 or more
Moderate	34 - 50	31 - 35	64 - 81
Extremely Low/Low	32 or less	30 or less	63 or less

PROFESSIONAL QUALITY OF LIFE SCALE (PROQOL)

COMPASSION SATISFACTION AND COMPASSION FATIGUE (PROQOL) VERSION 5 (2009)

When you [help] people you have direct contact with their lives. As you may have found, your compassion for those you [help] can affect you in positive and negative ways. Below are some-questions about your experiences, both positive and negative, as a [helper]. Consider each of the following questions about you and your current work situation. Select the number that honestly reflects how frequently you experienced these things in the last 30 days.

1=Never

2=Rarely

3=Sometimes

4=Often

5=Very Often

- _____ 1. I am happy.
- _____ 2. I am preoccupied with more than one person I [help].
- _____ 3. I get satisfaction from being able to [help] people.
- _____ 4. I feel connected to others.
- _____ 5. I jump or am startled by unexpected sounds.
- _____ 6. I feel invigorated after working with those I [help].
- _____ 7. I find it difficult to separate my personal life from my life as a [helper].
- _____ 8. I am not as productive at work because I am losing sleep over traumatic experiences of a person I [help].
- _____ 9. I think that I might have been affected by the traumatic stress of those I [help].
- _____ 10. I feel trapped by my job as a [helper].
- _____ 11. Because of my [helping], I have felt "on edge" about various things.
- _____ 12. I like my work as a [helper].
- _____ 13. I feel depressed because of the traumatic experiences of the people I [help].
- _____ 14. I feel as though I am experiencing the trauma of someone I have [helped].
- _____ 15. I have beliefs that sustain me.
- _____ 16. I am pleased with how I am able to keep up with [helping] techniques and protocols.
- _____ 17. I am the person I always wanted to be.
- _____ 18. My work makes me feel satisfied.
- _____ 19. I feel worn out because of my work as a [helper].
- _____ 20. I have happy thoughts and feelings about those I [help] and how I could help them.
- _____ 21. I feel overwhelmed because my case [work] load seems endless.
- _____ 22. I believe I can make a difference through my work.
- _____ 23. I avoid certain activities or situations because they remind me of frightening experiences of the people I [help].
- _____ 24. I am proud of what I can do to [help].
- _____ 25. As a result of my [helping], I have intrusive, frightening thoughts.
- _____ 26. I feel "bogged down" by the system.
- _____ 27. I have thoughts that I am a "success" as a [helper].
- _____ 28. I can't recall important parts of my work with trauma victims.
- _____ 29. I am a very caring person.
- _____ 30. I am happy that I chose to do this work.

YOUR SCORES ON THE PROQOL: PROFESSIONAL QUALITY OF LIFE SCREENING

Based on your responses, place your personal scores below. If you have any concerns, you should discuss them with a physical or mental health care professional.

Compassion Satisfaction _____

Compassion satisfaction is about the pleasure you derive from being able to do your work well. For example, you may feel like it is a pleasure to help others through your work. You may feel positively about your colleagues or your ability to contribute to the work setting or even the greater good of society. Higher scores on this scale represent a greater satisfaction related to your ability to be an effective caregiver in your job.

The average score is 50 (SD 10; alpha scale reliability .88). About 25% of people score higher than 57 and about 25% of people score below 43. If you are in the higher range, you probably derive a good deal of professional satisfaction from your position. If your scores are below 40, you may either find problems with your job, or there may be some other reason—for example, you might derive your satisfaction from activities other than your job.

Burnout _____

Most people have an intuitive idea of what burnout is. From the research perspective, burnout is one of the elements of Compassion Fatigue (CF). It is associated with feelings of hopelessness and difficulties in dealing with work or in doing your job effectively. These negative feelings usually have a gradual onset. They can reflect the feeling that your efforts make no difference, or they can be associated with a very high workload or a non-supportive work environment. Higher scores on this scale mean that you are at higher risk for burnout.

The average score on the burnout scale is 50 (SD 10; alpha scale reliability .75). About 25% of people score above 57 and about 25% of people score below 43. If your score is below 43, this probably reflects positive feelings about your ability to be effective in your work. If you score above 57 you may wish to think about what at work makes you feel like you are not effective in your position. Your score may reflect your mood; perhaps you were having a “bad day” or are in need of some time off. If the high score persists or if it is reflective of other worries, it may be a cause for concern.

Secondary Traumatic Stress _____

The second component of Compassion Fatigue (CF) is secondary traumatic stress (STS). It is about your work related, secondary exposure to extremely or traumatically stressful events. Developing problems due to exposure to other's trauma is somewhat rare but does happen to many people who care for those who have experienced extremely or traumatically stressful events. For example, you may repeatedly hear stories about the traumatic things that happen to other people, commonly called Vicarious Traumatization. If your work puts you directly in the path of danger, for example, field work in a war or area of civil violence, this is not secondary exposure; your exposure is primary. However, if you are exposed to others' traumatic events as a result of your work, for example, as a therapist or an emergency worker, this is secondary exposure. The symptoms of STS are usually rapid in onset and associated with a particular event. They may include being afraid, having difficulty sleeping, having images of the upsetting event pop into your mind, or avoiding things that remind you of the event.

The average score on this scale is 50 (SD 10; alpha scale reliability .81). About 25% of people score below 43 and about 25% of people score above 57. If your score is above 57, you may want to take some time to think about what at work may be frightening to you or if there is some other reason for the elevated score. While higher scores do not mean that you do have a problem, they are an indication that you may want to examine how you feel about your work and your work environment. You may wish to discuss this with your supervisor, a colleague, or a health care professional.

WHAT IS MY SCORE AND WHAT DOES IT MEAN?

In this section, you will score your test so you understand the interpretation for you. To find your score on **each section**, total the questions listed on the left and then find your score in the table on the right of the section.

Compassion Satisfaction Scale

Copy your rating on each of these questions on to this table and add them up. When you have added them up you can find your score on the table to the right.

3. _____
 6. _____
 12. _____
 16. _____
 18. _____
 20. _____
 22. _____
 24. _____
 27. _____
 30. _____

Total: _____

The sum of my Compassion Satisfaction questions is	So My Score Equals	And my Compassion Satisfaction level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

Burnout Scale

On the burnout scale you will need to take an extra step. Starred items are "reverse scored." If you scored the item 1, write a 5 beside it. The reason we ask you to reverse the scores is because scientifically the measure works better when these questions are asked in a positive way though they can tell us more about their negative form. For example, question 1. "I am happy" tells us more about

- *1. _____ = _____
 *4. _____ = _____
 8. _____
 10. _____
 *15. _____ = _____
 *17. _____ = _____
 19. _____
 21. _____
 26. _____
 *29. _____ = _____

Total: _____

The sum of my Burnout Questions is	So my score equals	And my Burnout level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

You Wrote	Change to	
	5	the effects of helping when you are <i>not</i> happy so you reverse the score
2	4	
3	3	
4	2	
5	1	

Secondary Traumatic Stress Scale

Just like you did on Compassion Satisfaction, copy your rating on each of these questions on to this table and add them up. When you have added them up you can find your score on the table to the right.

2. _____
 5. _____
 7. _____
 9. _____
 11. _____
 13. _____
 14. _____
 23. _____
 25. _____
 28. _____

Total: _____

The sum of my Secondary Trauma questions is	So My Score Equals	And my Secondary Traumatic Stress level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

How stressed are you really? The Health and Wellbeing Stress Test

In this fast paced, constantly changing world, stress is an ever-increasing problem. Undue stress wears down our immune system and leaves us susceptible to all types of physical ailments. The following simple test is designed to see how stressed you are and to give you some ideas as to how to 'take control' if necessary.

Read the following statements and tick the ones you feel often or always apply to you:

A. Your mood and feelings:

- I am often angry or irritable
- I have big mood swings
- I often fail to see the funny side of things
- I spend a lot of time complaining about the past
- I get angry when I'm kept waiting
- I often feel guilty
- I find it hard to make decisions and get frustrated by this
- I often keep everything bottled up inside
- I blow up easily or pick fights
- I am constantly tired
- I feel unable to cope with all I have to do

Total: /11

B. Your lifestyle

- I find it hard to eat healthily or I regularly over- or under-eat
- I do not exercise regularly
- I consume large quantities of caffeine or alcohol
- I have trouble sleeping or wake up still feeling tired
- I get too little rest
- I don't fit relaxation into every day
- I tend to race through the day
- I often ignore symptoms of stress

Total: /8

C. At work

- I am unable to take sufficient breaks
- I feel unsupported by my colleagues and management
- I have to work very intensively
- I have to neglect some tasks because I have too much to do
- There is friction or anger between colleagues
- I have to work very fast
- I don't have a choice deciding what I do at work
- Different groups at work demands things from me that are hard to combine
- I am subject to bullying at work
- I have unrealistic time pressures
- I cannot rely on my line manager to help me with a work problem
- Staff are not consulted about change at work
- Relationships at work are strained

Total: /13

D. In general

- I have few supportive relationships
- I always say yes when I am asked to do more by friends, family or at work
- I tend to put things off
- I complain that I am disorganised
- I try to do everything myself
- I set unrealistic deadlines
- I am working longer and longer to achieve the same or less
- I find it hard to concentrate

Total: /8

Overall total: /40

Your score:

Total up the number of statements you have ticked in each section and your overall total score. This will give you an indicator of how stressed you are and which aspects of your life are causing the most stress.

How stressed are you?

If you scored less than 10 – you have few hassles

Congratulations! There are few hassles in your life right now. Make sure, though, that you are not trying so hard to avoid problems that you don't challenge yourself – some stress is actually good for you.

If you scored 11 – 20 – you are in pretty good control

Well done! You have your life well balanced. Make sure you keep an eye on your choices and lifestyle to avoid unnecessary stress and keep yourself both physical and mentally fit and healthy.

If you scored 21-30 – you are approaching the danger zone

You may well be suffering some stress-related symptoms and your relationships could be strained. You need to think carefully about the choices you've made and your lifestyle and find ways to reduce your stressors and/or improve your coping mechanisms and find time to relax.

If you scored 31 or more – Emergency!

You must stop now, rethink how you are living, change your attitude and pay careful attention to your diet, exercise and relaxation. This may seem selfish but you need to look after number one at the moment or your health will suffer.

What is stressing you?

If you scored high in section A: You're letting it all build up

You must be exhausted carrying around all that tension. You hate letting people down and often ask too much of yourself. You may find yourself having a lot of arguments, even picking fights. Try to smile more and don't take things as seriously – more fun is needed right now! Talk to your friends and family about what's on your mind instead of bottling things up. Make time to relax but also find a way to vent your frustrations – try a martial art, writing a journal or a long walk.

If you scored high in section B: You need to look-after yourself more

Our lifestyle choices drastically affect the way we cope with stress. Your body is fighting a battle both from the inside and out. Whilst you rely on sugar and caffeine to keep you going and alcohol and cigarettes to help you unwind, your body is not getting the nutrients it needs to repair the damage these toxins are causing. We're not asking you to become a health freak but make sure you get your five portions of fruit and veg a day, try not to smoke during the day, drink plenty of water, take a five minute relaxation break as often as you can and take some form of exercise every day – try walking or cycling to work, or from the park and ride, taking the stairs or come to a Q-active class – your body and mind will thank you for it!

If you scored high in section C: Work is getting you down

You are struggling at work and don't feel that you have the support necessary to cope with the high demands put on you. Look at your workload – can you delegate any? Are you saying yes to more work because you daren't say no? Try saying 'I'm swamped right now – can anyone else help or do you mind waiting a while?' Look at your time management strategies – prioritise your work into 'urgent and important, important, less important and can wait' then block out slots in your diary to deal with the most urgent ones first. Don't let anyone fill these slots in – imagine they are an important meeting that you can't avoid. Make sure your line manager knows the pressure you are under. If they are unhelpful, find someone else to deal with. Occupational Health, Human Resources and the Chaplaincy all have people that can deal with your worries so don't suffer in silence if you need help.

If you scored high in section D: You're taking on too much

I know it's hard but you need to trust others to take the strain and ask for help. You feel unsupported and take more and more on but you're not a superhero and need to look after yourself too. Support is out there but you must take the time to find it. Be realistic about what you can achieve and use time management strategies to schedule time for your commitments and responsibilities but also for your health and wellbeing. Learn to prioritise effectively and don't be too hard on yourself.

Self-Care Assessment Worksheet

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the full assessment, choose one item from each area that you will actively work to improve.

Using the scale below, rate the following areas in terms of frequency:

- 5 = Frequently
- 4 = Occasionally
- 3 = Rarely
- 2 = Never
- 1 = It never occurred to me

Physical Self-Care

- Eat regularly (e.g. breakfast, lunch and dinner)
- Eat healthy
- Exercise
- Get regular medical care for prevention
- Get medical care when needed
- Take time off when needed
- Get massages
- Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
- Take time to be sexual—with yourself, with a partner
- Get enough sleep
- Wear clothes you like
- Take vacations
- Take day trips or mini-vacations
- Make time away from telephones
- Other:

Psychological Self-Care

- Make time for self-reflection
- Have your own personal psychotherapy
- Write in a journal
- Read literature that is unrelated to work
- Do something at which you are not expert or in charge
- Decrease stress in your life

- Let others know different aspects of you
- Notice your inner experience—listen to your thoughts, judgments, beliefs, attitudes, and feelings
- Engage your intelligence in a new area, e.g. go to an art museum, history exhibit, sports event, auction, theater performance
- Practice receiving from others
- Be curious
- Say “no” to extra responsibilities sometimes
- Other:

Emotional Self-Care

- Spend time with others whose company you enjoy
- Stay in contact with important people in your life
- Give yourself affirmations, praise yourself
- Love yourself
- Re-read favorite books, re-view favorite movies
- Identify comforting activities, objects, people, relationships, places and seek them out
- Allow yourself to cry
- Find things that make you laugh
- Express your outrage in social action, letters and donations, marches, protests
- Play with children
- Other:

Spiritual Self-Care

- Make time for reflection
- Spend time with nature
- Find a spiritual connection or community
- Be open to inspiration
- Cherish your optimism and hope
- Be aware of nonmaterial aspects of life
- Try at times not to be in charge or the expert
- Be open to not knowing

- Identify what is meaningful to you and notice its place in your life
- Meditate
- Pray
- Sing
- Spend time with children
- Have experiences of awe
- Contribute to causes in which you believe
- Read inspirational literature (talks, music, etc.)
- Other:

Workplace or Professional Self-Care

- Take a break during the workday (e.g. lunch)
- Take time to chat with co-workers
- Make quiet time to complete tasks
- Identify projects or tasks that are exciting and rewarding
- Set limits with your clients and colleagues
- Balance your caseload so that no one day or part of a day is “too much”
- Arrange your work space so it is comfortable and comforting
- Get regular supervision or consultation
- Negotiate for your needs (benefits, pay raise)
- Have a peer support group
- Develop a non-trauma area of professional interest
- Other:

Balance

- Strive for balance within your work-life and workday
- Strive for balance among work, family, relationships, play and rest

VIRCARIOUS TRAUMA FACT SHEET



Vicarious Trauma

The term vicarious trauma (Perlman & Saakvitne, 1995), sometimes also called compassion fatigue, is the latest term that describes the phenomenon generally associated with the “cost of caring” for others (Figley, 1982). Other terms used for compassion fatigue are:

- secondary traumatic stress (Stemm, 1995, 1997)
- secondary victimization (Figley, 1982)

It is believed that counselors working with trauma survivors experience vicarious trauma because of the work they do. Vicarious trauma is the emotional residue of exposure that counselors have from working with people as they are hearing their trauma stories and become witnesses to the pain, fear, and terror that trauma survivors have endured.

It is important not to confuse vicarious trauma with “burnout”. Burnout is generally something that happens over time, and as it builds up a change, such as time off or a new and sometimes different job, can take care of burnout or improve it. Vicarious trauma, however, is a state of tension and preoccupation of the stories/trauma experiences described by clients. This tension and preoccupation might be experienced by counselors in several ways. They might:

- avoid talking or thinking about what the trauma effected client(s) have been talking about, almost being numb to it
- be in a persistent arousal state

Counselors should be aware of the signs and symptoms of vicarious trauma and the potential emotional effects of working with trauma survivors.

Signs and symptoms for counselors:

- having difficulty talking about their feelings
- free floating anger and/or irritation
- startle effect/being jumpy
- over-eating or under-eating
- difficulty falling asleep and/or staying asleep
- losing sleep over patients
- worried that they are not doing enough for their clients
- dreaming about their clients/their clients’ trauma experiences
- diminished joy toward things they once enjoyed
- feeling trapped by their work as a counselor (crisis counselor)
- diminished feelings of satisfaction and personal accomplishment
- dealing with intrusive thoughts of clients with especially severe trauma histories
- feelings of hopelessness associated with their work/clients
- blaming others

Vicarious trauma can impact a counselor's professional performance and function, as well as result in errors in judgment and mistakes. Counselors may experience:

Behavior:

- frequent job changes
- tardiness
- free floating anger/irritability
- absenteeism
- irresponsibility
- overwork
- irritability
- exhaustion
- talking to oneself (a critical symptom)
- going out to avoid being alone
- dropping out of community affairs
- rejecting physical and emotional closeness

Interpersonal:

- staff conflict
- blaming others
- conflictual engagement
- poor relationships
- poor communication
- impatience
- avoidance of working with clients with trauma histories
- lack of collaboration
- withdrawal and isolation from colleagues
- change in relationship with colleagues
- difficulty having rewarding relationships

Personal values/beliefs:

- dissatisfaction
- negative perception
- loss of interest
- apathy
- blaming others
- lack of appreciation
- lack of interest and caring
- detachment
- hopelessness
- low self image
- worried about not doing enough
- questioning their frame of reference – identity, world view, and/or spirituality
- Disruption in self-capacity (ability to maintain positive sense of self, ability to modulate strong affect, and/or ability to maintain an inner sense of connection)
- Disruption in needs, beliefs and relationships (safety, trust, esteem, control, and intimacy)

Job performance:

- low motivation
- increased errors
- decreased quality
- avoidance of job responsibilities
- over-involved in details/perfectionism
- lack of flexibility

Vicarious trauma can also impact a counselor's personal life, such as relationships with family and friends, as well as the counselor's health, both emotional and physical.

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