

# **Six Simple Self-Care Tips to Help You Take Better Care of Yourself Right Now**

REBALANCE WELLBEING



# **Six Simple Self-Care Tips to Help You Take Better Care of Yourself Right Now**

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The information in this book is not intended as a substitute for consultation with healthcare professionals. Each individual's health concerns should be evaluated by a qualified professional.



# Welcome

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I'm excited to share with you simple strategies to slow your busy life so you can hear, feel, and know how you are uniquely called to restore yourself based on your quiz results. Simple strategies that don't require money or time to be effective.

As a high achiever, you're trained to ignore your personal needs in the service of work and family. The warning signals can progress from a whisper, to a yell, to a primal scream. It's better to listen to them and practice self-care on the front end to avoid the tipping point when habits become harmful and lead to chronic disease. The old adage, pay now (self-care) or pay later (illness), remains true.

I know you're working hard and trying to achieve more while simultaneously prioritizing and caring for others (e.g. kids, spouse, employer, friends, aging parents, and more). It's exhausting!

While it would be ideal for you to put a laser focus on your self-care, I know that's not realistic. That's ok! You can try one or more of the strategies in this guide to see if they build over time to fight fatigue so you can take charge of your choices in work + life.

Knowing your self-care profile will help you figure out how to take better care of yourself right now to reclaim some control and happiness — even when life is crazy busy. If you're anything like me, you'll find these strategies doable and helpful.

Your self-care profile is **Mind**.

### **WHAT CAN YOU EXPECT FROM THIS GUIDE?**

You can expect 6 simple and inexpensive strategies to help you take better care of yourself at work and at home. Try as many as you like (maybe not all at once, though, because it'll be hard to tell which one contributes to your increased energy). If you want to tweak a strategy, go for it. There is no need to add to your stress so start where you are and take the next best step.

These strategies broaden the definition of self-care by helping to strengthen your connection to yourself. “Rather than narrowly defining self-care as just physical health (which is an important piece of the equation), we need to pay attention to a wider set of criteria, including care of the mind, emotions, relationships, environment, time, and resources,” states the author of *6 Ways to Weave Self-Care into Your Workday*<sup>1</sup>. The author of *Four Self-Care Habits to Practice at Work*<sup>2</sup> extends this thought by adding that strengthening the connection with our self increases self-compassion and resilience. “It empowers you to be nimble and flexible, and gives you the ability to identify problems, accept negative feedback from others, and change habits that no longer serve you.”

### **WHY THE FOCUS ON SELF-CARE?**

You don't feel like yourself. You can still have it all if you do it on your terms. But it takes energy that you don't have. I know you're:

- Exhausted and stressed
- Time-poor
- Frustrated because everyone relies on you for Every. Little. Thing. (and you don't have a moment to breathe)

Taking better care of yourself can be the difference between having enough energy to make progress toward your desired change and staying stuck ... and frustrated and overwhelmed.

I see you rushing everyone from one place to the next — giving your all. You're impatient with the kids. At work, you're thinking about what's for dinner. At home, you're thinking about all the emails you didn't send. You have too many balls in the air. The overwhelm weighs you down Every. Single. Day.

"As someone who used to ignore messages and signs that I was overextending, who used to 'do it all,' and who suffered from no small amount of productivity addiction, take it from me: Your decisions count, they cost, and they keep you stuck," writes Dr. Kelly Brogan<sup>3</sup>. "We have let overwhelm jail us in a state of treading water and barely getting by." So many curveballs come your way.

Are you nodding your head saying "100%!"? If you want to stop treading water and start swimming, you need more energy. The alternative is that "you get lost because you only have the energetic capacity to react defensively to everything that is coming at you," writes Dr. Brogan. Being proactive and intentional requires physical, mental, and spiritual energy.

What if you could commit to one or more of the strategies in this guide to start restoring energy and putting fun back into your work and home? What if you could mix self-care into your workday so it's not relegated to after-work hours?

### **WHY IS ENERGY NEEDED TO PUT FUN BACK INTO HOME AND WORK?**

In my experience, managing overwhelm, exhaustion, and stress makes SPACE for fun. Laughing, teasing, playing, and experiencing joy require feelings of lightness and possibility.

The amount of energy you have at any given moment correlates with how much fun shows up. How patient and light you feel.

## **WHAT DOES YOUR QUIZ RESULT TELL YOU?**

Your quiz result tells you where you need the most self-care right now—mind, body, or spirit — and where to take the next best step to reclaim some control and happiness at work and at home.

It's possible, of course, that you can make good progress in taking better care of yourself in more than one area. Patience — all in due time.

As with any quiz like this, you might need self-care right now in more than one area. If you would like to start with another self-care area, [download this guide](#) for all of the tips to jumpstart your self-care for mind, body, and spirit.

## **WHAT DO YOUR QUIZ RESULTS TELL ME ABOUT YOU?**

I know you are a high achiever who doesn't make excuses. But, you're stressed out, feeling powerless, or simply unsure how to get your life back.

Just taking the quiz tells me you want to take better care of yourself so that you can live your life proactively ... with intent. Your mind, body, or spirit feels run-down and exhausted. Your mental, physical, or emotional reserves are tapped out.

“We are meant to supplement our original endowment of energy with what we can manufacture from eating, breathing, sleeping, learning, working, playing, and relationships. Each day we make withdrawals and deposits<sup>4</sup>,” writes Dr. Lippman in *Revive: Stop Feeling Spent and Start Living Again* . When our energy account is tapped out, “our body is doing everything it can to tell us that it is time to slow down, rest, detoxify, repair, replenish, and restore.”

I know you've got a lot on your plate. Your inner voice whispers that your pace is not sustainable. You're stretched too thin. You passed the tipping point of just managing to overwhelm ages ago.



Understandably, you just want to:

- Reduce your stress and anxiety.
- Have the energy to meet your responsibilities and the expectations of others (honestly, yours too).
- Stop feeling like you're less-than because life feels so out of balance, overwhelming, or off-track.
- Respond to your mind, body, and spirit's warning signals.
- Put your goals, priorities, and dreams first—at least some of the time.
- Reconnect with your formerly happy, healthy self before being hijacked by life circumstances.
- Achieve personally and professionally without sacrificing your wellbeing.

You can take charge of the power within to revive your mental, physical, and emotional energy!

But you can't continue to prioritize others (kids, spouse, employer, etc.) and believe that someday you'll be able to find the time and energy for your wellbeing and the life you are meant to live. There is another way. I'm here to help.

## **WHAT WILL YOUR LIFE LOOK LIKE IF YOU TAKE BETTER CARE OF YOURSELF?**

What will your life look like? More like the life you're meant to live and one that you love!

You can have enough mental, physical and emotional energy to:

- Wake up feeling refreshed and ready to take on a new day at work and home.
- Organize a daily schedule that fosters excitement, fun, and a pace that leaves everyone feeling positive and supported.
- Show up in meetings generating actionable ideas that everyone appreciates.
- Achieve an impactful career.
- Say no (guilt-free) when requests don't match your priorities or values.

- Raise a happy and healthy family.
- Be the kind of parent you're proud of.
- Invest in important relationships through quality conversations and time together.
- Build up reserves for expected and unexpected life events that require resilience.
- Take charge of your choices to make your highest contribution to a better world.

### **WHAT SHOULD YOU DO NOW?**

Try one or more of these quick-win strategies for at least a week — 30 days would be even better — to take better care of yourself so that you feel more in control and happy at work and at home.

Pro tip: Take your energy "temperature" at various points throughout the day by assigning it a number from 1 to 10, with 10 being the highest energy level. Pay attention to the details of your day so that you can identify the people or events that impact you the most (positively or negatively).

I suggest using a tracking sheet like the one on the next page so you can assess the shifts in your mental, physical, and emotional energy.



# Energy Temperature Tracking

Assess the shifts in your mental, physical, and emotional energy.

Date	Time (fill in)	Energy Score (1=low, 10=high)	Person or Task Impacting Energy Score
	Wake Up:		
	Mid-morning:		
	Lunch:		
	Mid-afternoon:		
	Dinner:		
	Bedtime:		

Simple. Anywhere. Anytime.

# What Should You Do Now?

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Try one or more of these quick-win strategies for at least a week — 30 days would be even better — to take better care of yourself so that you feel more in control and happy at work and at home.

Tip: Consider mixing these strategies naturally into your workday to increase success.

*Self-care is no longer a luxury; it's part of the job.  
~ Amy Jen Su in Harvard Business Review*

## **SELF-CARE NEEDED MOST RIGHT NOW: MIND**

Keeping track of all the things at work and home overwhelms our brains! Sleep is often the only rest the mind gets; if we're not getting quality sleep that compounds the stress. We tend to think that pushing through is the best choice. In fact, we need to give our brains periodic breaks so that it can help us make the progress we desire. Try these strategies to get a break from the mental workload and subsequent mental energy drain.

The following strategies can help you take better care of yourself by increasing and regulating your mental energy.

### **FOCUS ON YOUR BREATH**

Focus on your breath with the 4-7-8 breathing exercise. It's simple, takes almost no time, and can be done anywhere. Sit with your back straight and ...

- Exhale completely through your mouth, making a whoosh sound.
- Close your mouth and inhale quietly through your nose to a mental count of 4.
- Hold your breath for a count of 7.
- Exhale completely through your mouth, making a whoosh sound to a count of 8.
- Inhale again and repeat the cycle 3 more times for a total of 4 breaths.

Note that you inhale quietly through your nose and exhale audibly through your mouth. If you'd like to see a demonstration, watch this video.



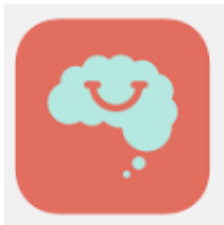
## DANCE LIKE NOBODY'S WATCHING

Take a break every 90 minutes with some stretching or a short walk. Science shows working in 90-minute intervals is powerful for your body and your job<sup>5</sup>.

## PRACTICE MEDITATION

- Meditation increases your focus, helping you to be more productive.
- Take 2 to 5 minutes to stare at one inanimate object.
- Don't attach any judgment to the object, just simply focus on the rising and falling of your breath.
- Whenever your mind wanders or gets distracted (which it will, and that's ok), bring your awareness back to your breath.
- Often this is practiced with your eyes open — usually partially open — but if you're at work surrounded by people, it's fine to practice with your eyes completely open. The important part is to focus on one still object and your breath.

## USE AN APP



Use Smiling Mind, a free app for children and adults and 100% evidence based.

## HAVE FUN COLORING

Coloring generates feelings of calm by:

- Relaxing your brain by focusing on a simple activity.
- Providing a low-risk outcome that is pleasure.
- Relieving yourself of decision making if you color with a child and let him or her decide what you should color and the color you should use.
- Taking your attention away from yourself and putting it on the present moment.



## **WHY SHOULD YOU TRUST I KNOW THIS IS YOUR NEXT BEST STEP?**

Because I'm like you when it comes to taking care of myself. There is always room for improvement and the pursuit is ongoing. Neither one of us will reach a time where we can take self-care off our list as a completed task.

A few years ago, I decided that my New Year's resolution was to do everything I could to improve my energy. It had become clear to me that any other changes I wanted to make in my life would require more mental, physical, and emotional energy. And really, if I had the energy to show up in the world to do the things I wanted most, then things like the number on the scale, my clothing size, and signs of aging wouldn't matter as much.

So, I've paid attention to what fills me up and what empties my cup. I consistently need more self-care for my body. My mind and spirit have what they need.

That said, I'm a work in progress when it comes to getting enough healthy food and exercise. I've had success with various strategies, so I'm doubling down on them now! Ask me about my progress at [karen@rebalancewellbeing.com](mailto:karen@rebalancewellbeing.com).

Here's what I know for sure. We can take better care of ourselves, even if we're crazy busy. If we decrease our mental, physical, and emotional energy drains, we can take charge of our choices and reclaim some control and happiness so we're not so overworked, overwhelmed, and stressed. Rebalanced wellbeing is within reach!

By taking the quiz, you took a stand to say "I can do better with my self-care. I need to do better." Any commitment to increased self-care is progress and one step closer to living life to the fullest. What self-care commitment can you make to yourself right now?

After all, this life is not a dress rehearsal!

# Your Next Best Step

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If you're nodding your head and thinking "Yes! But what do I do now?"

Book a FREE 20-minute Rebalance Wellbeing Clarity Call if you'd like support and accountability with your self-care. I'd love to talk with you and see how I can help you restore your body, clear your mind, and strengthen your spirit.

**BOOK A CLARITY CALL**

*The key is not to prioritize your schedule but to schedule your priorities. ~ Stephen Covey*

## **CHOOSING THE RIGHT COACH FOR YOU**

While it doesn't have to be hard, it is important!

The quality of the relationship between you and your coach determines 50% of your success towards your goals.

You want the coaching relationship to:

1. Honor your core values, strengths, and desires.
2. Care for ALL of you – mind, body, and spirit.
3. Help you learn more about yourself and increase your confidence and resilience.
4. Encourage, motivate, and inspire you to go after the life you're meant to live.
5. Equip you to take charge of your choices in work + life.
6. Offer evidenced-based knowledge and skills.
7. Provide feedback in ways that feel insightful and helpful, ultimately getting you unstuck and moving forward – for good.
8. Save you from needing to figure out all the necessary steps in your journey.
9. Share a planning and action-taking process that you can use for years to come.
10. Move you forward more effectively and efficiently than if you were doing the work on your own, so you have an impactful career and raise a happy and healthy family as your legacy to a better world.

Because it's so important to choose the right person, ask yourself the questions listed in the Before Choosing a Coach section and use the answers to determine what you need and what the coach offers.

As you research, also look for the coach's professional beliefs or guiding principles for the best fit. (I discuss my five guiding principles below.)

## **LESSONS FROM THE COUNSELING PROFESSIONS**

In the therapy and counseling professions, it's not only acceptable but encouraged that clients shop around for someone they like and feel comfortable with. Often a phone call can answer enough questions about the therapist or counselor's approach to decide whether to work together. I offer a FREE 20-minute [Rebalance Wellbeing Clarity Call](#).

## **WHAT IS HEALTH & WELLNESS COACHING?**

Health and Wellness Coaches partner with clients seeking self-directed, lasting changes, aligned with their values, which promote health and wellness and, thereby, enhance well-being. In the course of their work health and wellness coaches display unconditional positive regard for their clients and a belief in their capacity for change, and honoring that each client is an expert on his or her life, while ensuring that all interactions are respectful and non-judgmental. ~NBHWC.org

## **BEFORE CHOOSING A COACH**

Consider asking yourself these questions:

1. How active or passive a role do I want my coach to play in our work together?
2. What qualities do I need to respect and trust a coach?
3. How do I want to work with a coach — in person or online?
4. Is it important that my coach has overcome similar issues to mine?
5. How do I want to be motivated and receive feedback?

Answering these questions will help you better assess what will work best for you.

## **COACHING CERTIFICATION**

The field of coaching includes many kinds of coaching and related certification programs. Some more rigorous than others. When you start your search for a coach, Google can help you research and identify top certification programs.

A certification process ensures that coaches meet standards set by leaders who pioneered science-based training, education, and research of coaches over the past 15-20 years. The certification also ensures that coaches follow a code of ethics consistent with those of other healthcare professionals.

I completed an approved health and wellness coaching training program before becoming one of the first 1,000 coaches to pass the National Board Certified Health and Wellness Coach (NBC-HWC) exam.



## **AS YOU RESEARCH COACHES**

After considering a coach's training and certification, ask yourself these questions. Does the coach:

1. Seem to understand concerns like mine and have experience working with them?
2. Have an online presence (e.g., website and social media) that aligns with what's important to me?
3. Provide information and resources online that help me understand their approach and guiding principles?
4. Detail the specifics of working with her or him, such as the number of sessions, communication in between sessions, and resources to provide support and accountability?
5. Offer a free consultation call?

## **GUIDING PRINCIPLES OF REBALANCE WELLBEING**

My personal approach to coaching includes these guiding principles. I integrate these beliefs in my work so you can expect them to shape your progress if we work together.

- People are whole beings, so solutions need to address the physical, emotional, mental, and spiritual domains of wellbeing to be effective. If we work together, we will focus on ALL of you. Attention to all four domains will help you leverage momentum to get the best results.
- Human beings need physical, emotional, mental, and spiritual energy to get unstuck and move forward. Making change isn't for the faint of heart. If we work together, one of the first things we'll do is look for places to boost your energy and plug any drains. I know you can make the progress you want. And, I want to set you up for success by making sure you have the energy you need to live life to its fullest.
- Researchers tell us how human beings typically work and change behavior, so we should leverage that knowledge instead of trying to swim upstream against our natural tendencies. We don't need to reinvent the wheel! Plenty of evidence-based practices exist that we can use in our work together to make your success easier and sustainable.

- Adults have the power and ability to take charge of their choices in work + life even if they don't believe it in the moment. My superpower is to hold space for your dreams until you wholeheartedly believe they're possible too.
- With support and accountability, everyone can have an impactful career and a happy and healthy family – without sacrificing wellbeing. You get to decide what's important to you and I'll stand shoulder-to-shoulder with you as you go after it.

Not surprisingly, these principles aren't the only ones that guide my coaching practice. That said, they are different from most coaches.

I know it takes time and effort to rebalance wellbeing. You didn't get here overnight. You choose where to start, how much to take on, and the pace of change. I'll share research and best practices to help you boost your physical, emotional, mental, and spiritual energy to make your highest contribution to a better world.

### **CHOOSE THE RIGHT COACH FOR YOU**

After you've completed your online research, make a list of 3-5 questions that are important in your decision-making process. You can use the ones above or add some of your own. Then, pick three coaches that you would like to book a consultation with and ask each one your questions. (This helps you compare them as you pick one to work with.)

While it might seem scary to schedule a call with someone you haven't met, you deserve the best coach for your values, strengths, and desires. The time spent on these calls to find the right person to help you get unstuck and make progress towards is well worth it.

I would love to talk with you if I'm one of the three coaches you pick for a consultation! You can [book your clarity call](#) with me right now. It's such a great first step toward putting your priorities, goals and dreams first.

## NOTES

1. <https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday>
2. <https://www.mindful.org/four-self-care-habits-to-practice-at-work/>
3. <https://kellybroganmd.com/stop-your-energy-drains/>
4. Lippman, F. (2011). *Revive: Stop feeling spent and start living again*. Pocket Books.

# About the Author

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Karen Clark Salinas is a national board certified health and wellness coach and founder of Rebalance Wellbeing. She coaches overworked and overwhelmed parents to redesign work, rebalance wellbeing, and prioritize financial flexibility so that they achieve impactful careers and raise a happy and healthy family as their legacy to a better world. Motherhood, marriage, chronic illness, divorce, and blended families contribute significantly to her story. Karen lives in Maryland with her family, and you can visit her online at [RebalanceWellbeing.com](https://RebalanceWellbeing.com).