

Self-Care Assessment

Self-care activities help us enhance our wellbeing, maintain good mental health, and help decrease compassion fatigue. These healthy activities are often neglected during difficult or stressful periods in our lives. By becoming more aware of our self-care activities we can identify we are neglecting and need to adjust to improve our health and wellbeing.

Using the key below, rate how well, or how frequently, you believe you engage in each activity. The checkbox is there for you to note any items you would like to try or do more often.

1	I rarely do this; I don't do this very well
2	I sometimes do this; I am average at doing this
3	I do this often; I do this very well
<input type="checkbox"/>	I am interested in this activity; I would like to try this

Emotional Self-Care

1 2 3 <input type="checkbox"/>	Enjoying hobbies
1 2 3 <input type="checkbox"/>	Unplugging from technology (i.e., email, social media)
1 2 3 <input type="checkbox"/>	Expressing emotions and feelings (i.e., talking, journaling)
1 2 3 <input type="checkbox"/>	Appreciating own talents, accomplishments, and strengths.
1 2 3 <input type="checkbox"/>	Taking days off/ rest days from responsibilities.
1 2 3 <input type="checkbox"/>	Learning about or exploring new things (i.e, hobbies, foreign language).
1 2 3 <input type="checkbox"/>	Practicing self-nurturing activities (i.e., long bath, gentle walks).
1 2 3 <input type="checkbox"/>	Laughing about things.
1 2 3 <input type="checkbox"/>	Taking a holiday, escape or mini break.

Physical Self-Care

1 2 3 <input type="checkbox"/>	Attending preventative health appointments (i.e., dental, annual physical)
1 2 3 <input type="checkbox"/>	Resting when unwell.
1 2 3 <input type="checkbox"/>	Drinking enough water.
1 2 3 <input type="checkbox"/>	Getting sufficient sleep.
1 2 3 <input type="checkbox"/>	Enjoying exercise (i.e., gym, hobbies)
1 2 3 <input type="checkbox"/>	Eating regular meals.
1 2 3 <input type="checkbox"/>	Eating a healthy diet.
1 2 3 <input type="checkbox"/>	Getting out of doors.
1 2 3 <input type="checkbox"/>	Maintaining good hygiene.

Social Self-Care

1 2 3 <input type="checkbox"/>	Making time for family and friends.
1 2 3 <input type="checkbox"/>	Staying in contact with distant connections (i.e., Skype, Facetime)
1 2 3 <input type="checkbox"/>	Engaging in mentally stimulating discussions.
1 2 3 <input type="checkbox"/>	Being intimate/ romantic with partner.
1 2 3 <input type="checkbox"/>	Asking for help when you need it.
1 2 3 <input type="checkbox"/>	Doing fun activities with others.
1 2 3 <input type="checkbox"/>	Spending quiet private time with someone special.
1 2 3 <input type="checkbox"/>	Making new friends/ talking to new people.

Professional Self-Care

1 2 3 <input type="checkbox"/>	Seeking support when it's needed at work.
1 2 3 <input type="checkbox"/>	Maintaining a comfortable or pleasant work environment.
1 2 3 <input type="checkbox"/>	Socializing or bonding with co-workers
1 2 3 <input type="checkbox"/>	Balancing work and leisure activities.
1 2 3 <input type="checkbox"/>	Accepting stimulating or interesting new tasks or projects.
1 2 3 <input type="checkbox"/>	Taking lunch breaks and regular work breaks.
1 2 3 <input type="checkbox"/>	Turning down unnecessary or unreasonable tasks.
1 2 3 <input type="checkbox"/>	Pursuing further professional development opportunities.
1 2 3 <input type="checkbox"/>	Seeking recognition, promotion, or reward where deserved.

Spiritual Self-Care

1 2 3 <input type="checkbox"/>	Enjoying outdoor, time with nature.
1 2 3 <input type="checkbox"/>	Volunteering for charity or in community.
1 2 3 <input type="checkbox"/>	Spiritual or religious practice.
1 2 3 <input type="checkbox"/>	Practicing gratitude.
1 2 3 <input type="checkbox"/>	Meditating.
1 2 3 <input type="checkbox"/>	Allocating quiet time for reflection.
1 2 3 <input type="checkbox"/>	Applying personal strengths, talents or values.
1 2 3 <input type="checkbox"/>	Appreciating beauty (i.e., music, art, literature).

Self-Care Promise

Prioritizing self-care means creating space for the things that nurture and energize you. Use this worksheet to reflect on your self-care assessment, identified needs and come up with some activities that you could use to restore, reinvigorate, and reenergize you.

Self-care Activity Options:

Go for a walk	Have a healthy snack.
Take a drink of water.	Meditate.
Listen to music.	Dance.
Declutter a drawer or closet.	Start a new course of study.
Read a book.	Watch your favorite TV program or movie.
Do yoga.	Have coffee, lunch, or dinner with a friend.
Call a friend.	Journal.
Other:	

I promise myself that.....

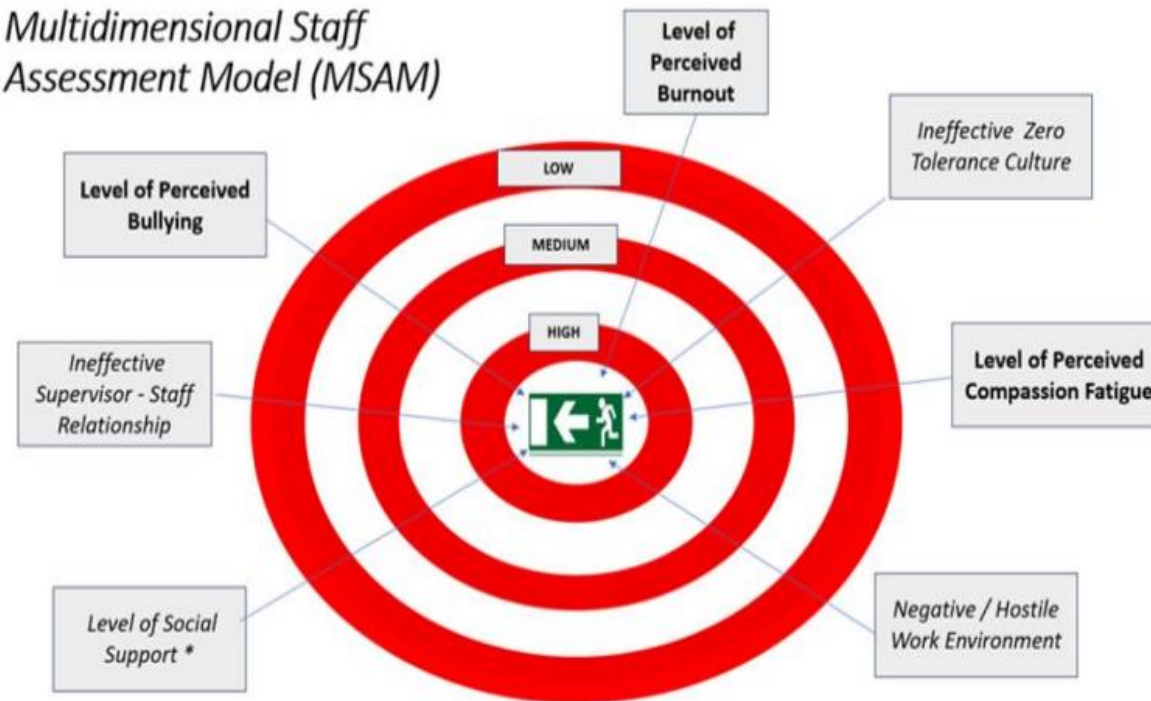
When I am feeling sad, I will remember:	
The next time I feel anxious, I will:	
When I feel overwhelmed or stressed, I will stop and:	
I will strive my hardest to:	
I choose to treat myself with:	

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Multidimensional Staff Assessment Model (MSAM) *

Directions. The participant may use a variety of self-assessment tools (i.e., ProQOL, NAQ-R, etc.) to identify potential problems and develop plans to address the challenges noted for the individual, team or organization. By noting the various levels assessed (i.e., burnout, bullying, compassion satisfaction, etc.) the participant can quickly see high risk areas that need to be considered.

Multidimensional Staff Assessment Model (MSAM)



PROFESSIONAL QUALITY OF LIFE SCALE (PROQOL)

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

When you work with people you have direct contact with their lives. As you may have found, your compassion for those you work with can affect you in positive and negative ways. 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 work life.
- _____ 8. I am not as productive at work because I am losing sleep over traumatic experiences at work.
- _____ 9. I think that I might have been affected by the traumatic stress at work.
- _____ 10. I feel trapped by my job.
- _____ 11. Because of my work, I have felt "on edge" about various things.
- _____ 12. I like my work.
- _____ 13. I feel depressed because of the traumatic experiences at work.
- _____ 14. I feel as though I am experiencing the trauma of someone at work.
- _____ 15. I have beliefs that sustain me.
- _____ 16. I am pleased with how I am able to keep up with 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.
- _____ 20. I have happy thoughts and feelings about those I help and how I could help them.
- _____ 21. I feel overwhelmed because my workload seems endless.
- _____ 22. I believe I can make a difference through my work.
- _____ 23. I avoid activities or situations because they remind me of frightening work experiences.
- _____ 24. I am proud of what I can do to help others.
- _____ 25. As a result of my work, I have intrusive, frightening thoughts.
- _____ 26. I feel "bogged down" by the system.
- _____ 27. I have thoughts that I am a "success" at work.
- _____ 28. I can't recall important parts of my work with others.
- _____ 29. I am a very caring person.
- _____ 30. I am happy that I chose to do this work.

WHAT IS MY SCORE AND WHAT DOES IT MEAN?

To find your score on each section, total the questions listed on the left in each section and then find your score in the table on the right of the section

Compassion Satisfaction Scale

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

Total: ____

The sum of my Compassion Satisfaction questions	My Level of Compassion Satisfaction
22 or less	Low
Between 23 and 41	Moderate
42 or more	High

Burnout Scale:

Reverse the scores for those that are starred (*). Reverse Scale: 0=0, 1=5, 2=4, 3=3, 4=2, 5=1

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

Total: ____

The sum of my Burnout Questions	My Level of Burnout
22 or less	Low
Between 23 and 41	Moderate
42 or more	High

Secondary Trauma Scale:

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

Total: ____

The sum of my Secondary Traumatic Stress questions	My Level of Secondary Traumatic Stress
22 or less	Low
Between 23 and 41	Moderate
42 or more	High

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 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. If you are in the higher range, you probably derive a good deal of professional satisfaction from your position. If your scores are below 23, 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. Burnout 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. If your score is below 23, this probably reflects positive feelings about your ability to be effective in your work. If you score above 41 you may wish to think about what at work makes you feel like you are not effective in your position.

Secondary Traumatic Stress _____

Secondary Traumatic Stress is the new scale name for the old Compassion Fatigue scale. Secondary traumatic stress (STS) is about work related, secondary exposure to extremely or traumatically stressful events. 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. If your score is above 41, 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. You may wish to discuss this with your supervisor, a colleague, or a health care professional.

ProQOL

The ProQOL is not a diagnostic test, it is a tool that can be used to raise awareness. It provides a platform for change. It can lead to introspection and to brainstorming about what is right and what can be made better and what is wrong and cannot be made better.

[ProQOL](#)

Negative Acts Questionnaire (NAQ-R)

The [Negative Acts Questionnaire-Revised \(NAQ-R\)](#) and is used to determine exposure to workplace bullying. It contains items for each of the three distinguished forms of bullying; person-oriented, work-related, and social exclusion.

Instructions. Read each item and then note how often this occurs to you (never, occasionally, weekly, monthly, or daily). After scoring each item add the results and divide by 22 to get the final score. Mean score will range from 22 (never) to 110 (daily).

Negative Acts Questionnaire – Revised (NAQ-R)

These statements describe your interactions with your coworkers. For each statement, please rate the frequency with which you experience the following interactions by CIRCLING the appropriate number.		Daily 5				
		Weekly 4				CIRCLE ONE
		Monthly 3				
		Occasionally 2				
		Never 1				
1.	Someone withholding information which affects your performance	1	2	3	4	5
2.	Being humiliated or ridiculed in connection with your work	1	2	3	4	5
3.	Being ordered to do work below your level of competence	1	2	3	4	5
4.	Having key areas of responsibility removed or replaced with more trivial or unpleasant tasks	1	2	3	4	5
5.	Spreading of gossip and rumors about you	1	2	3	4	5
6.	Being ignored or excluded	1	2	3	4	5
7.	Having insulting or offensive remarks made about your person, your attitudes, or your private life	1	2	3	4	5
8.	Being shouted at or being the target of spontaneous anger	1	2	3	4	5
9.	Intimidating behaviors such as finger-pointing, invasion of personal space, shoving, blocking your way	1	2	3	4	5
10.	Hints or signals from others that you should quit your job	1	2	3	4	5
11.	Repeated reminders of your errors or mistakes	1	2	3	4	5
12.	Being ignored or facing a hostile reaction when you approach	1	2	3	4	5
13.	Persistent criticism of your errors or mistakes	1	2	3	4	5
14.	Having your opinions ignored	1	2	3	4	5
15.	Practical jokes carried out by people you don't get along with	1	2	3	4	5
16.	Being given tasks with unreasonable deadlines	1	2	3	4	5
17.	Having allegations made against you	1	2	3	4	5
18.	Excessive monitoring of your work	1	2	3	4	5
19.	Pressure not to claim something to which by right you are entitled (e.g. sick leave, holiday)	1	2	3	4	5
20.	Being the subject of excessive teasing and sarcasm	1	2	3	4	5
21.	Being exposed to an unmanageable workload	1	2	3	4	5
22.	Threats of violence or physical abuse or actual abuse	1	2	3	4	5