

SELF-CARE TOOLKIT

Moving in the Right Direction

Right Direction is a high-impact, turnkey initiative that raises awareness about depression and other mental health conditions, and encourages help-seeking when it's needed. By providing free resources, tools, and expert guidance on workplace mental health, Right Direction helps organizations create a healthier and more engaged workforce.

Setting Healthy Boundaries



Guiding you on when and how to say no kindly.

Emotional Intelligence & Awareness



Recognizing and labeling emotions.

Managing Stress & Raising Resiliency



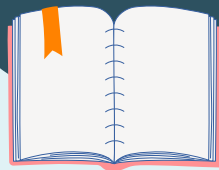
Building resilience and managing stress.

Self-care Plan & Tools



Creating your self-care plan.

Well-being Journaling



Starting your well-being journal.

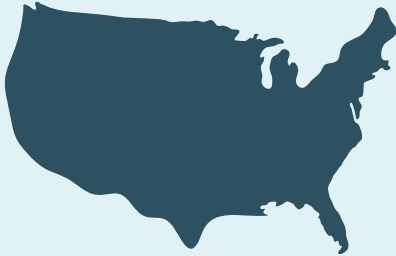
Breathing Exercises



Breathing exercises to try.

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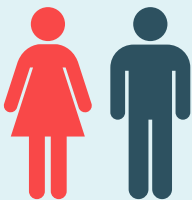
DEPRESSION AND ANXIETY



More than 17 million U.S. adults live with depression. While anxiety disorders affect 40 million adults. (NIMH)



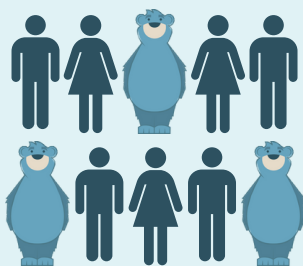
Less than half of people receive treatment.



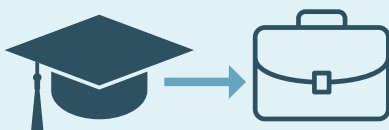
Women are more likely than men to experience depression and/or anxiety.



Rates of anxiety and depression are rising in the U.S. In the last three years rates of depression have increased by 14%, and rates of anxiety by 29%.



3 in 10 employees experience severe stress, anxiety, or depression.



Rates of depression are highest among adults ages 18-29.

DEPRESSION AND ANXIETY

Along with therapy and treatment, self-care can help better equip you in addressing mental health challenges. Developing a self-care routine reduces symptoms of anxiety, depression, and stress. Self-care prepares you for adapting to changes, building stronger relationships and recovering from setbacks. Self-care includes activities and practices that you can engage in on a regular basis to maintain your short- and long-term health and well-being.

What depression might feel like:

- Deep feelings of sadness
- Loss of Interest in work or social activities
- Difficulty concentrating, slowed thoughts
- Forgetfulness and trouble remembering
- Trouble making decisions
- Trouble sleeping, or sleeping too much
- Feelings of worthlessness or guilt
- Energy loss or increased fatigue
- Irritability, anger, or tearfulness
- Weight or appetite changes

What anxiety might feel like:

- Excessive worry
- Feeling nervous, irritable, or on edge
- Sense of impending danger, panic, or doom
- Increased heart rate
- Breathing rapidly, sweating, and/or trembling
- Feeling weak or tired
- Difficulty concentrating
- Trouble sleeping
- Gastrointestinal (GI) problems



There are many types of anxiety conditions, each presenting differently. The most common types of anxiety disorders include:

- Separation anxiety disorder
- Phobias
- Social anxiety disorder
- Panic disorder and panic attacks
- Generalized anxiety disorder

To learn more about anxiety disorders, visit [here](#).

GUIDE TO SETTING HEALTHY BOUNDARIES

1 Getting clear on your facts. Is this a yes or no?

Pause & check-in:

1. Can I mentally handle this?
2. Can I emotionally handle this?
3. Can I physically handle this?



Full system check-in:

- Head** what does my mind say?
Heart what does my heart say?
Gut what does my gut say?

If any answers lean towards no, then it's time to consider boundaries.

2 What is getting in the way?

You may feel hesitant to set boundaries at work. Asking yourself questions:
"will this cost me my job," "will people still like me," "will I miss out on a promotion?"
Don't let those feelings prevent you from setting healthy boundaries.

3 Communicating kind no's

"The fear factor"

Sharing your fear or hesitation

e.g. *I was feeling a little hesitant/afraid in raising this, but I need to speak to you about...*



"No and the reason is..."

Sharing any context and the real reasons

This sounds important, but I am not the right person to take this on.



"I can't do... but I can"

Sharing what you are able to do

e.g. *I won't be able to do that, but what I can do is...*



"Parts of me"

Sharing your thought process around internal conflict

e.g. *A part of me wants to do it, but another part feels...*



"Tone of voice & body language"

Paying attention to your tone of voice and body language

7-38-55 rule: people pick up on 7% content, 38% tone, 55% non-verbal communication

EMOTIONAL INTELLIGENCE & AWARENESS

Emotional intelligence is the ability to recognize, understand and manage our own emotions and recognizing, understanding, and influencing the emotions of others, according to Daniel Goleman Ph.D. Understanding oneself leads to successful understanding and leadership of others.

Self-Awareness

Emotional Self-Awareness: understanding your emotions and their impact.

Accurate Self-Assessment: being able to evaluate your strengths and limitations.

Self-Confidence: having a positive and strong sense of self-worth.

Social Awareness

Empathy: understanding others and caring for their interests.

Organizational Awareness: understanding organizational life and navigating politics.

Service Orientation: recognizing and meeting others needs.

Self-Management

Self-Control: keeping emotions and impulses under control.

Transparency: maintaining standards of honesty and integrity.

Adaptability: being flexible in changing situations and in facing obstacles.



Relationship Management

Visionary Leadership: inspire & guide others.

Developing others: strengthen others abilities.

Influence: listen and communicate clearly.

Change Catalyst: initiate new ideas & lead people.

Conflict Management

Building Bonds: build & maintain relationships.

Teamwork & Collaboration: promote cooperation & strong team dynamics.

By teaching people to tune in to their emotions with intelligence and to expand their circles of caring, we can transform organizations from the inside out and make a positive difference in our world." — Daniel Goleman

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SELF-CARE PLAN

1 Questions for Starting Your Self-care Plan

- What activities give me energy?
- Who gives me good energy?
- What activities help me feel calm?
- Who helps me feel calm after spending time with them?
- What foods help me feel healthier?
- How much sleep do I need and am I getting enough?
- What exercises help me feel my best?
- How much time alone or time with others do I need to recharge?
- How can I create intentional downtime to unplug, give my mind a rest, and focus on myself?

Now that you have asked these questions and have a better understanding of your needs, you are better equipped to build your Self-care Plan.

2 Activities to Consider for Self-care

- Ensuring adequate sleep
- Eating well
- Exercising
- Journaling
- Meditating
- Hydrating
- Unplugging
- Practicing gratitude
- Spending time in nature
- Listening to or playing music
- Creating expressive art
- Engaging in breathwork
- Taking time for silence
- Engaging in meaningful connections
- Practicing movement



3 Incorporating Self-care into Your Life

Make self-care a priority, be intentional about planning time. You don't have to do it all at once, start small and build on it. Think about...

- When is the best time of the day for self-care?
- What is the best way to set reminders for self-care?
- How can I find creative ways to engage in small moments of self-care throughout the day?

WELL-BEING JOURNALING

Journaling is a wonderful way to engage in self-care by checking in with yourself. We provided 21 days of journal prompts for you to consider. Remember, it only takes 21 days to create a new habit.

21 Journaling Prompts for Self-care

1. What are 3 habits you'd like to change?
2. What coping strategies do you use when you feel anxious or down?
3. What are 3 things that get you through difficult times?
4. What are 3 things you're grateful for this week?
5. What things in your life are you most proud of?
6. What are 3 things that you wish others knew about you?
7. What is a self-care strategy that you have always wanted to try, and what's stopping you?
8. What are 5 activities that bring you joy?
9. What are 3 things you say to pump yourself up?
10. What's a community that you'd want to be a part of, does it exist?
11. What have you learned about yourself in the last year?
12. If you had 3 months off, what would you do with your time?
13. What is one memory you'd never want to lose?
14. What's something unique you could talk about for hours?
15. What is a quality or personality trait you'd like to develop this year?
16. What inspiring themes are popping up in your life lately?
17. What has caused you stress lately and how have you managed it?
18. Are you doing anything that you know is impeding your happiness?
19. What are 3 things that make you feel at "home" with yourself and others?
20. How have you communicated healthy boundaries with others?
21. What are 3 things you can treat yourself to this week?



MANAGING STRESS & RAISING RESILIENCY

Resiliency is the ability to adapt to changing and challenging situations. This includes the capacity to overcome and recover from stress.

1

Building Resiliency

- Keep your personal relationships and professional networks strong
- Practice mindful meditation or grounding practices
- Use a positive lens to reframe thoughts and situations
- Build skills for the future by learning from the past
- Create boundaries and personal space to pause, relax, and rest
- Understand what drives and motivates you
- Be of service to others
- Imagine, create, build
- Acknowledge your loneliness and plan to connect with others



2

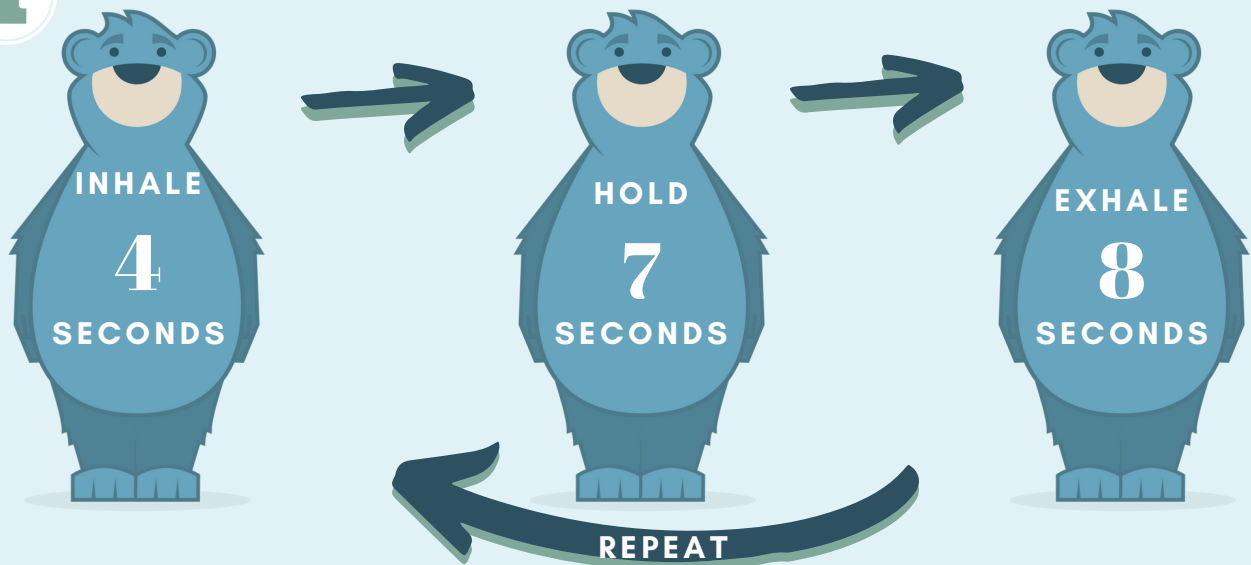
Positive Affirmations

- I am enough
- You are made for a purpose
- You don't always have to be productive to see value in yourself
- It's okay if not everyone understands my situation
- I have made it this far, and I won't stop now
- I am a work in progress, and I welcome positive change
- Nothing in nature blooms year-round, be patient with yourself
- I am not perfect, and that's okay. I am human
- I trust my journey
- This feeling is not forever
- HOPE: Hold On Pain Ends
- FAIL: First Attempt In Learning
- I am proud that I've come this far
- Take the time you need
- I will love myself unconditionally, especially on the hard days
- You are always stronger than you think

YOUR
POTENTIAL
IS ENDLESS

BREATHING EXERCISES

1



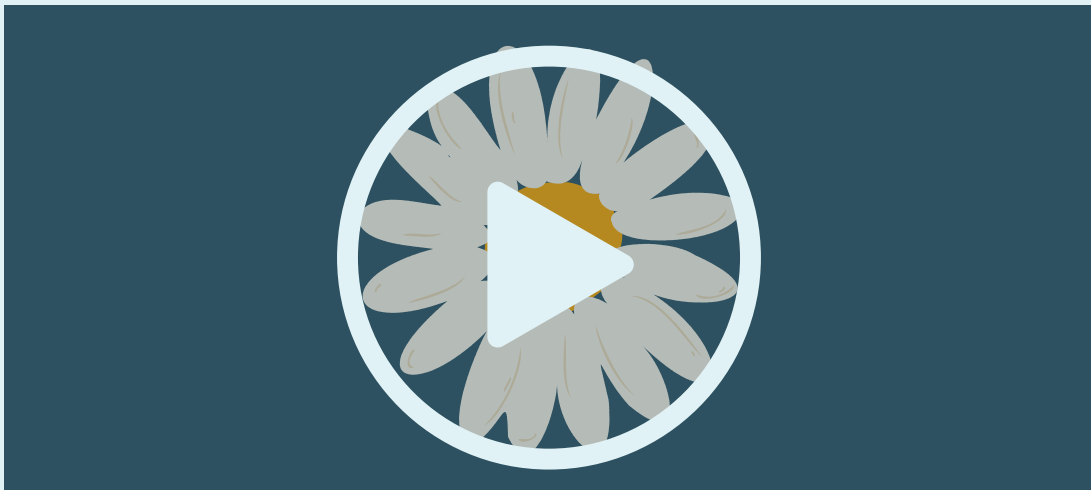
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Alternate Nostril Breathing

1. Sit in a comfortable position and bring your right hand to your nose.
2. Exhale completely and then use right thumb to close right nostril.
3. Inhale through left nostril and then close left nostril with your fingers.
4. Open right nostril and exhale through this side.
5. Inhale through right nostril and then close this nostril.
6. Open left nostril and exhale through left side.
7. This is one cycle. Continue for up to 5 minutes.
8. Always finish the practice with an exhale on the left side.

3

Growing Flower Breathing Exercise



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