



MANAGER'S GUIDE TO SELF-CARE

**PRESENTED BY YOUR EMPLOYEE ASSISTANCE
AND WORKLIFE PROGRAMS**

June 25, 2025

OBJECTIVES

- Review the benefits and barriers to self-care
- Recommend two models for forming positive habit change
- Establish practical tips and an action plan for self-care

SECTION 1

SELF-CARE BENEFITS AND BARRIERS

HOW SELF-CARE BENEFITS LEADERS



Heightens energy levels
and builds resilience



Enhances your ability to
work through challenges



Protects the immune
system



Debunks the martyr
syndrome (the idea that
self-care is selfish)



Prioritizes health



Helps you avoid the
"crash and burn"



Increases your capacity
to help others

HOW MANAGER SELF-CARE BENEFITS EMPLOYEES



Supports sustainable work habits, encouraging balance without guilt



Creates a psychologically safe environment where employees feel seen and supported

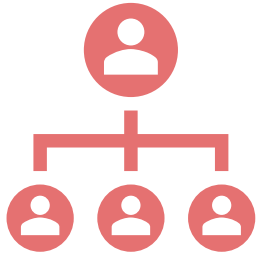


Sets realistic expectations, helping teams avoid burnout



Encourages a culture of openness around well-being, which supports retention and morale

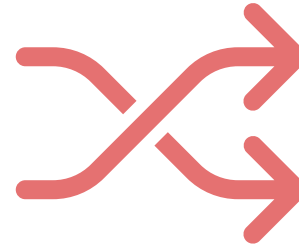
COMMON SOURCES OF STRESS



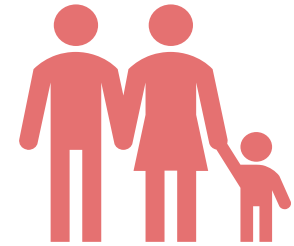
Responsibilities to
leadership and your
employees



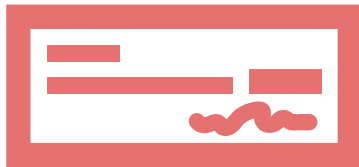
Clients and
customers



Organizational
change



Family



Finances



Personal goals,
dreams, and
aspirations



Limited resources or
coping skills

BARRIERS TO PRACTICING SELF-CARE



Time management



Not prioritizing ourselves



Difficulty breaking negative habits and forming positive ones



Fragility of life



Feeling overwhelmed



What is your biggest self-care barrier?

SECTION 2

SELF-CARE ACTION PLAN

THE FIVE STAGES OF CHANGE

1. Pre-contemplation

2. Contemplation

3. Preparation

- Start small
- Decide what you are willing or have the capacity to do
- Establish a daily routine that works for you
 - Every morning
 - A midday break
 - In the evening
 - Before bedtime

4. Action

- Track your progress
 - Take advantage of resources and apps

5. Maintenance

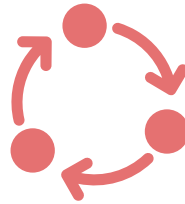
- Reward yourself
- Get an accountability buddy
- Be patient
 - Be ready to experiment, experience setbacks, and try again

USE THE THREE Rs



Reminder

Something that cues the desired behavior



Routine

Regularly engage in the desired behavior



Reward

Reinforce the behavior with positive incentives

SECTION 3

PUTTING YOUR PLAN INTO PRACTICE

PRIORITIZE RESTFUL SLEEP

- Establish and stick to a set sleep schedule
- Aim to get 7–9 hours per night
- Create a wind-down routine
- Pay attention to sleep quality
- Minimize disruptions
- Avoid stimulants and screens late at night
- Try to wake up naturally
- Don't stress over one bad night



EXERCISE

- Incorporate physical activity
 - Choose activities you enjoy to stay consistent
 - Be active 3-5 times per week, 30-60 minutes each
 - Take walking meetings
 - Use a standing desk or set movement reminders
- Set realistic goals
 - Even short walks count!
- Schedule exercise like any important appointment
- Use fitness apps or trackers to stay motivated
- Experiment
 - Try something new, like dancing, yoga, or a team sport
 - Do at least two different activities each week
- Consider working with a trainer



MIND YOUR EATING HABITS

- Have a daily and weekly plan
 - Meal preparation
 - Food shopping
 - Smart snacking
- Eat lunch away from your desk to create a mental break
- Incorporate a variety of nutrients
- Experiment with an array of cuisines, spices, traditions, and recipes
 - Take a cooking class



STAY SOCIAL

- Spend time with people who make you feel seen and supported
- Schedule regular check-ins with colleagues for non-task conversations
- Join or start affinity or wellness groups in the office



POWERFUL PSYCHOLOGICAL SELF-CARE

Silence

Guided imagery

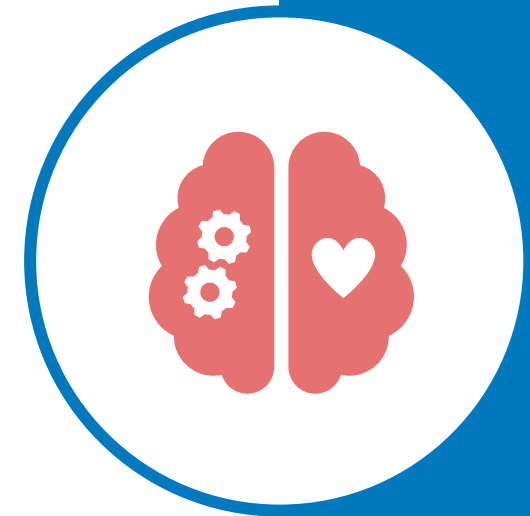
Relaxation

Music

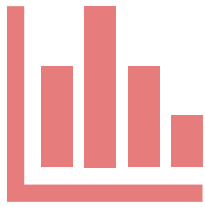
Laughter

Grounding in nature

What is your power?



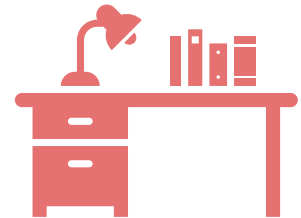
- Engage in hobbies you enjoy
- Practice mindfulness or spiritual connection
- Listen to music, laugh – anything that boosts your mood and renews energy
- Make space for positive emotions, like joy, serenity, and calm



What is your power?

MINDFUL SELF-CARE AT WORK

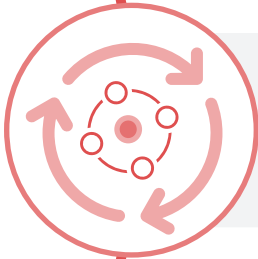
- Block out quiet, no-meeting time for focused work
- Create boundaries around email and communication hours
- Keep a running "done list" to reflect on progress at the end of each day
- Try short breathing exercises before and after difficult meetings
- Start team meetings with a 60-second pause or grounding moment



SUMMARY



Be a role model



Use a holistic approach

Practiced anywhere at any time



Try new and different ways

RESOURCES

Books

- Atomic Habits
 - James Clear, 2018
- Burnout: The Secret to Unlocking the Stress Cycle
 - Emily and Amelia Nagoski, 2020
- Self-Compassion
 - Kristin Neff, 2015

Websites

- [MHANational.org](https://www.mhanational.org)
- [MyPlate.gov](https://www.myplate.gov)
- [SleepFoundation.org](https://www.sleepfoundation.org)

Online Articles

- [Self-Care is Not Just Treating Yourself](#)
- [There's No Right Way to Do Self-Care](#)
- [What is Self-Care?](#)

Apps

- [Calm](#)
- [Happify](#)
- [Headspace](#)
- [My Fitness Pal](#)
- [Peloton](#)
- [SleepWatch](#)
- [Strava](#)

THANK YOU



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