

Indulge in a few personal grooming habits								
Take regular holidays								
Take day trips or mini breaks								
Have totally screen free days								
Take time out for fun and laughter with friends and family								
Give myself time for self-reflection								
Learn something new or develop a hobby								

Psychological Self-care: Where I am and where I want to be.

	Not at all						Very much		
Descriptions	0	1	2	3	4	5	6	Area to focus on	
Remember to sometimes just listen to others									
Write a journal									
Read literature that is unrelated to work									
Try new things and remember what it is like to be a learner									
Understand how to reduce stress in my life									
Notice my inner biases by listening to my thoughts, judgements, beliefs, feelings, and attitudes.									
Let others see different aspects of me									
Practice gratitude									
Develop my curiosity									

Understand when to say no to extra things being asked of me								
Be aware of kindness and pass it on.								
Emotional Self-care: Where I am and where I want to be								
	Not at all						Very much	
Descriptions	0	1	2	3	4	5	6	Area to focus on
Spend time with others whose company I enjoy								
Stay in touch with important people in my life								
Say positive things to myself								
Love myself								
Re-read my favourite books								
Identify activities, people, relationships and places that bring comfort and happiness to me and seek them out.								
Allow myself to cry								
Find things that make me laugh								
I have the time to engage with things that are important to me								
Express my outrage by using social action/letters/donations/protests.								
Enjoy quality time with my family								
Enjoy fun and relaxing activities regularly								
Practice Yoga, Mindfulness, Pilates or Meditation								

Spiritual Self-care: Where I am and where I want to be

	Not at all						Very much		
Descriptions	0	1	2	3	4	5	6	Area to focus on	
Make time for reflection in a way that suites me									
Spend time outside in nature									
Seek out and spend time with others who have similar spiritual beliefs and ideas.									
Seek inspiration									
Practice optimism and hope									
Be aware of the non-material aspects of my life									
Identify what is meaningful to me									
Cultivate an aspect of meditation, prayer or some form of spiritual activity									
Allow my inner child to come out and play									
Contribute to causes I believe in									
Develop and find inspiration in literature, music and the arts.									

Professional or Workplace Self-care: Where I am and where I want to be

	Not at all						Very much		
Descriptions	0	1	2	3	4	5	6	Area to focus on	
Take breaks during the working day									
Take time to talk to colleagues about non work related things									

Make quiet time to complete tasks								
Identify projects or tasks that are exciting, enjoyable and rewarding in some way.								
Set time limits with students and colleagues								
Balance my work so that no one part of the day is too overwhelming								
Arrange my workspace so that it is comfortable and works for me.								
Ask for regular and specific feedback								
Identify and ask for training and CPD regularly								
Create a peer support group of colleagues								
Identify what my needs are and talk to my manager								
Create a Personal Wellbeing Action Plan (PWAP) and share it with my line manager.								
Talk to someone if I feel overwhelmed – don't just suffer								
Manage my tasks efficiently								
Create a way of planning tasks and deadlines that works for me.								
I can manage my workload								
I know what is expected of me at work								
I feel I have the skills to achieve what I am being asked at work								
I have someone at work who encourages my professional development								
I am able to use my skills, strengths and abilities at work								

I am clear as to what I have to do to improve my performance								
I feel my achievements at work are acknowledged								
My opinions and ideas are valued in the workplace								
I am free to share my thoughts and opinions without the fear of judgement or mistreatment								
My work environment values staff wellbeing								
I feel I am treated fairly and equally within my workplace								
Achieving Balance Self-care: Where I am and where I want to be								
	Not at all				Very much			
Descriptions	0	1	2	3	4	5	6	Area to focus on
Reflect and understand what balance within my work-life and workday would look like								
Reflect and understand what balance between my work, family, relationship, play and rest would look like.								
Create time for myself to do the things I want to do.								

This audit has been developed and adapted from the Good New Habits Programme written by Ian Vickers