

Linda Hill

Checklist One

SELF - CARE checklist

There are no right or wrong answers; simply respond as you see fit and see what you discover about yourself. Score 2 points for each 'Yes', 1 point for each 'S / Sometimes' and 0 point for 'No'.

	Yes	S	No
1. I am up-to-date with my health check-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am happy with my physical fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I eat well nutritionally most of the time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I have plenty of sleep and feel well-rested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I take regular breaks from my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I say "No" to others when I need to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I have forgiven my past mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I know what I am passionate about	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your total score _____

What did you learn about yourself?

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Checklist Two

SELF - CARE checklist

Keeping track of your habits can help you stay on track and achieve your goals. Fill out your top 12 goals and mark them off each day you successfully complete them.

WEEK OF: _____

HABIT / SELF-CARE STEP	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES

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Crush your goals!

SELF - CARE

goals

Date: / /

This section will make it easier for you to identify the core problem and chart a way forward. Write down the goal you'd want to achieve and write why is it important for you. Write the measurable outcome would mean you've succeeded or that you're on the right path?

Goal 1 :

Why it's important :

Measurable Outcome :

Goal 2 :

Why it's important :

Measurable Outcome :

Goal 3 :

Why it's important :

Measurable Outcome :

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Crush your goals!

S M A R T

goals

S

What do you want to achieve?

M

How do you know that you have achieved your goal or that you are on the right path?

A

What steps do you have to take to accomplish the goal?

R

What is this goal important to you? How does this impacts others?

T

When will you accomplish the goal? What's the timeline?

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Crush your goals!

A C H I E V E

your goals

Achieving our goals is dependent on whether we take action. Use the table below to understand the "why" of your goals.

GOAL:

What will this make you feel?

What will this make you feel?

What will this make you feel?

What will this make you feel?

What will this make you feel?

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Crush your goals!

SETTING

your goals

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac laoreet mauris, vitae elementum ligula. Nam in tortor laoreet, rhoncus magna eget, sollicitudin elit.

30 DAYS

ACTION PLAN

-
-
-
-

60 DAYS

ACTION PLAN

-
-
-
-

90 DAYS

ACTION PLAN

-
-
-
-

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Crush your goals!

P R I O R I T I Z E

your goals

It's time to take action and decide how you will achieve your goals! This exercise will help you in prioritising your tasks and help you in staying focused.

1

Write the first action step here

2

Write the second action step here

3

Write the third action step here

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Crush your goals!

ACHIEVING *your goals*

When you set a goal, you are making a plan to achieve or improve. Some examples of a self loving goal would include meditating for 15 minutes, taking a walk in nature, pursuing your hobbies, reading, eating healthy food, journaling, etc. Make sure you think about this goal and work towards achieving it.

My goal →

Deadline →

Supporting
Tasks

☐☐☐☐☐

Outcome →

Notes

Write down any obstacles you will face and how you will overcome them

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Crush your goals!

GOAL breakdown

P

Physical

Exercise, sleep and healthy food

E

Emotional

Mental health, mindfulness and self knowledge

I

Intellectual

Any goal that develops your intellect or learning ability

R

Relationships

Romantic, friendly or family relationship goals

P

Professional

Career goals

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Crush your goals!

L I F E

goals

For each of the categories below, write down things you are doing well and where you need improvement. Take the time to reflect on these, and write a goal for each category.

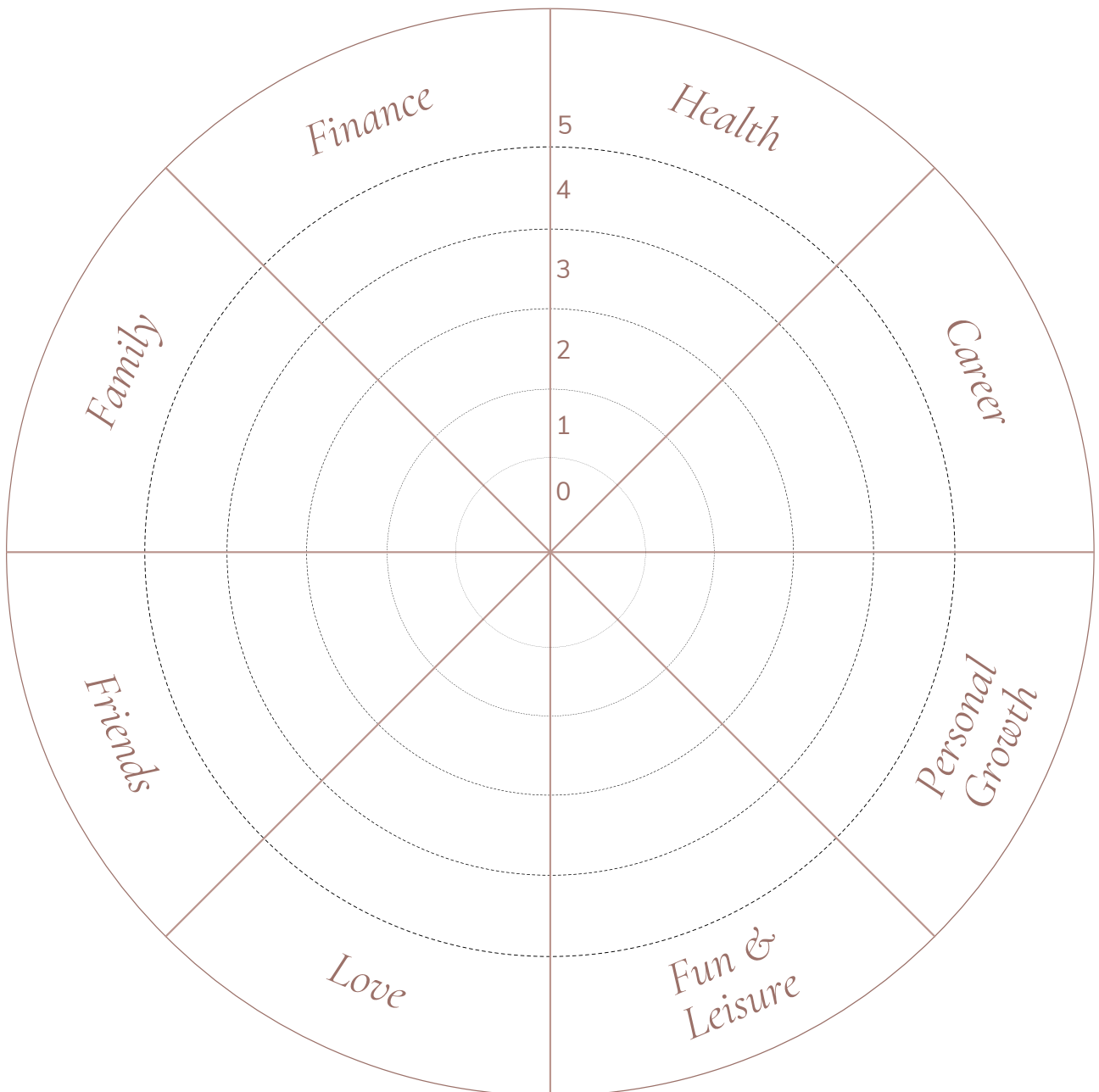
<i>Category</i>	<i>What I'm doing well</i>	<i>Where I need improvement</i>	<i>My goals</i>
<i>Family</i>			
<i>Friends</i>			
<i>Work/ School</i>			
<i>Body</i>			
<i>Mental Health</i>			
<i>Spirituality</i>			

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Worksheet One

THE WHEEL *of life*

How satisfied do you feel in each of these areas in life? Draw a spoke/highlight the areas where you are fully satisfied (Score =5) or highly dissatisfied (Score = 0)



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Worksheet Two

SELF - CARE

quiz

There are no right or wrong answers; simply respond as you see fit and see what you discover about yourself. Score 2 points for each 'Yes', 1 point for each 'S / Sometimes' and 0 point for 'No'.

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Your total score _____

What did you learn about yourself?

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Worksheet Three

SELF - CARE routine worksheet

A few self-care ideas are :

<i>Physical</i>	<i>Mental</i>	<i>Emotional</i>	<i>Growth</i>
<i>Exercise</i> <i>Balanced Diet</i> <i>Pampering</i> <i>Grooming</i> <i>Stress Relief</i>	<i>Brain Dump</i> <i>Saying No</i> <i>Affirmations</i> <i>Therapy</i> <i>Kindness</i>	<i>Journaling</i> <i>Meditation</i> <i>Podcast</i> <i>Reflection</i> <i>Therapy</i>	<i>Hobbies</i> <i>New Skills</i> <i>Socialising</i> <i>Goal Setting</i> <i>Habits</i>

Fill the box below with ideas for your perfect self-care routine. If you need inspiration, check the ideas above!

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>

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Worksheet Four

ACTION *priority matrix*

Action Priority Matrices show you how to prioritise activities to make the most of your time, energy, and talents.

Which tasks 'Quick Wins' for you?

Quick Wins (High Impact, Low Effort) are the most attractive projects, because they give you a good return for relatively little effort. Focus on these as much as you can.

Which tasks are categorised as 'Major Projects'?

Major projects give good returns, but they are time-consuming. This means that one major project can "crowd out" many quick wins.

What are the 'Thankless tasks'?

Try to avoid these activities. Not only do they give little return, they also soak up time that you should be using on quick wins.

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Worksheet Five

S E L F E S T E E M
worksheet

Self-love is empathetic and understanding of flaws, and appreciative of the good within each of us. Self-love is not only important, but necessary for positive emotional health and various facets of success. In lieu of this, fill each of the spaces below to the best of your knowledge.

*I've been told
that I'm pretty...*

I'm loved by...

*People compliment
me about...*

I'm good at...

I feel good when...

*I feel my best
when...*

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Worksheet Six

SELF IDENTITY *worksheet*

Knowing yourself is the beginning of all wisdom.
Aristotle

What is my *biggest*
strength?

What is my *biggest*
achievement?

What is my *biggest*
goal currently?

What is my *biggest*
weakness? How am I
trying to get better?

What am I interested
in trying?

Who/what *inspires* me
the most?

What makes me the
happiest and why?

What *hurts* me the
most and why?

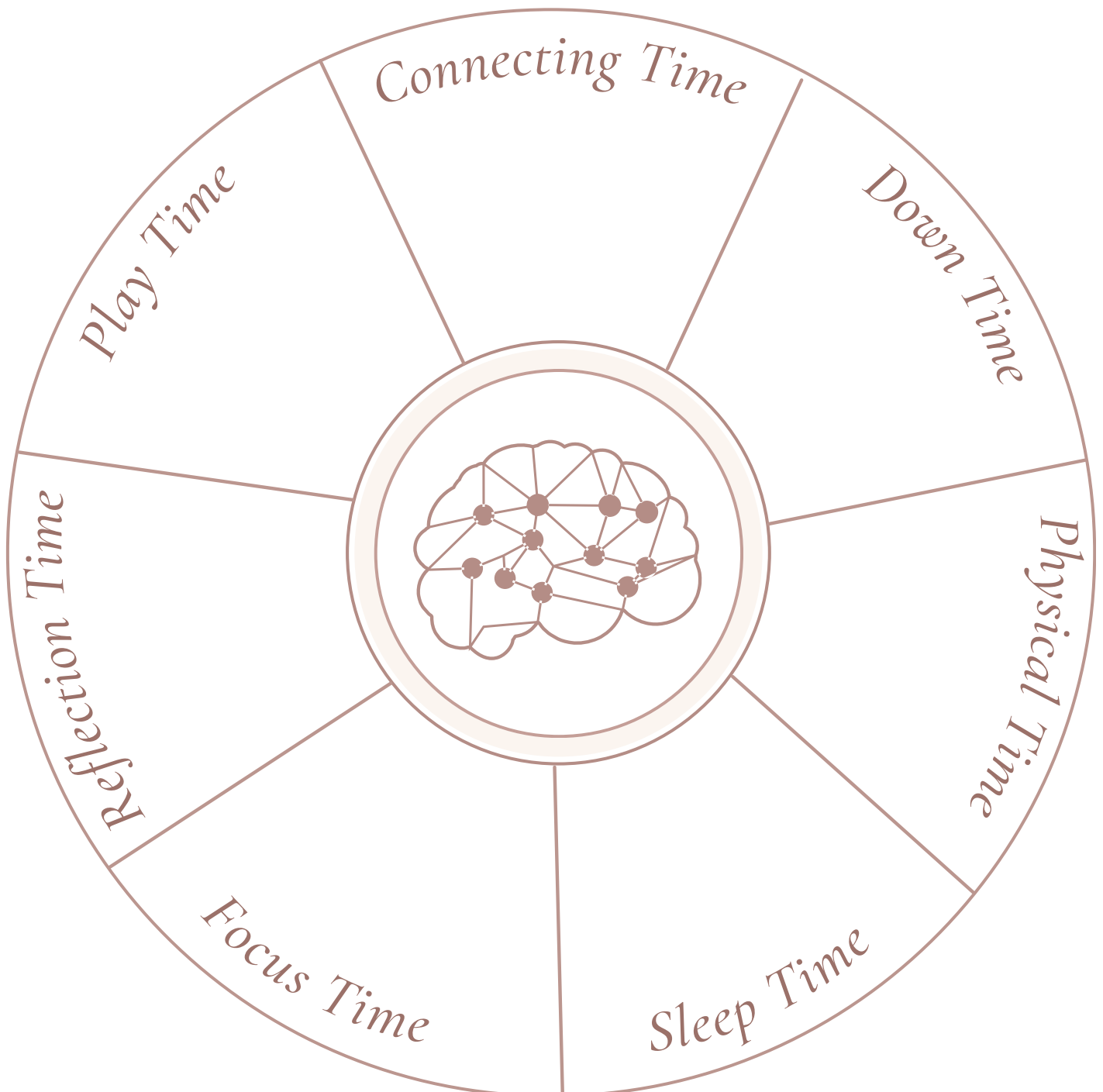
What do I *believe* in
the most?

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Worksheet Seven

HEALTHY MIND *platter*

The Healthy Mind Platter identifies 7 areas which strengthen the brain's internal connections. Consider using this tool to reflect on what your week looks like for each of the seven areas.



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Worksheet Eight

MY SELF-CARE

cup worksheet

Signs that I am exhausted or overwhelmed :

- 1
- 2
- 3
- 4



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Worksheet Nine

O V E R C O M I N G *self-criticism*

Forgive the past

Understand that they were driven by their own insecurities, struggling with their own demons. They weren't right in what they did, but, you can try to understand them nonetheless. Forgive them so that you can heal.

Who are the people that criticised you in the past that you would like to forgive?

Accept all of yourself

Write down things that you do not like about yourself and see as imperfections or weaknesses. Write down how you will accept them and love them as they are.

What I like and love about myself...

I am going to love and accept that...

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Worksheet Ten

CHALLENGE

negative thinking

Depression, anxiety, poor self-esteem and anxiety are often the results of negative and irrational thoughts. Challenging irrational thoughts and being aware of our thinking can really help us grow in every area of life!

01 *Is there substantial evidence for my thought?*

02 *Is there evidence contrary to my thought?*

03 *Am I interpreting without evidence?*

04 *What would a friend think about this situation?*

05 *If i view the situation positively, how is it different?*

06 *Will this matter after five years?*

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Worksheet Eleven

STRESS

management

What is stress management?

Stress management is defined as the tools, strategies, or techniques that reduce stress and reduce the negative impacts stress has on your mental or physical well-being. When stress management is used regularly and in response to stressful life events, we can optimise our well-being

What are your five stress buttons (Triggers)?

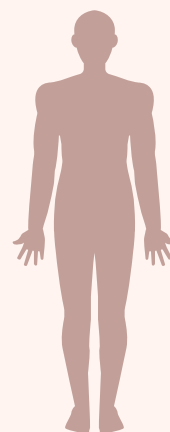
- 1
- 2
- 3
- 4
- 5

Stress happens when you have :

- ✦ *A lot of things happening all at once*
- ✦ *An important decision to make*
- ✦ *A major event coming up*
- ✦ *Something really dangerous happened*

What helps?

*Understand your stress buttons.
Take break & pause sometimes.
Listen to music. Keep a stress journal. Watch a movie!*



Where do you feel stress in your body?

Mark the areas with a black pen

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Worksheet Twelve

RECOGNIZING *stress*

1

List the ways you experience stress physically, emotionally and behaviourally.

<i>Physically</i>	<i>Emotionally</i>	<i>Behaviourally</i>

2

Circle the ways stress affects you that are most troubling.

3

List things you can do to reduce the symptoms of stress. If you need ideas, think of activities where these symptoms are naturally lower (e.g. hobbies).

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Worksheet Thirteen

G R O W T H Z O N E S

of mindfulness

Affirmations have the power to motivate you to act on certain things, help you to concentrate on achieving your goals in life, give you the power to change your negative thinking patterns and replace them with positive thinking patterns.



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Worksheet Fourteen

MY CORE values

From the list below, circle the values that resonate with you. Do not overthink your selections. If you think of a value you possess that is not on the list, be sure to write it down as well.

Abundance

Daring

Intuition

Acceptance

Decisiveness

Joy

Proactivity

Achievement

Dedication

Kindness

Professionalism

Advancement

Dependability

Knowledge

Punctuality

Adventure

Diversity

Leadership

Recognition

Advocacy

Empathy

Learning

Relationships

Ambition

Encouragement

Love

Reliability

Appreciation

Enthusiasm

Loyalty

Resilience

Attractiveness

Ethics

Making a

Difference

Resourcefulness

Autonomy

Excellence

Teamwork

Mindfulness

Responsibility

Balance

Expressiveness

Motivation

Enthusiasm

Preparedness

Responsiveness

Being the Best

Ethics

Optimism

Security

Benevolence

Excellence

Open-Mindedness

Self-Control

Boldness

Expressiveness

Originality

Selflessness

Brilliance

Fairness

Passion

Simplicity

Calmness

Family

Performance

Passion

Simplicity

Calmness

Family

Performance

Stability

Caring

Friendships

Personal

Development

Success

Challenge

Flexibility

Proactive

Charity

Freedom

Cleverness

Generosity

Risk Taking

Trustworthiness

Commitment

Growth

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Worksheet Fifteen

W H O
am i?

Read the prompts below and think about the first thing that comes to mind. Fill your answers out in the blank boxes.

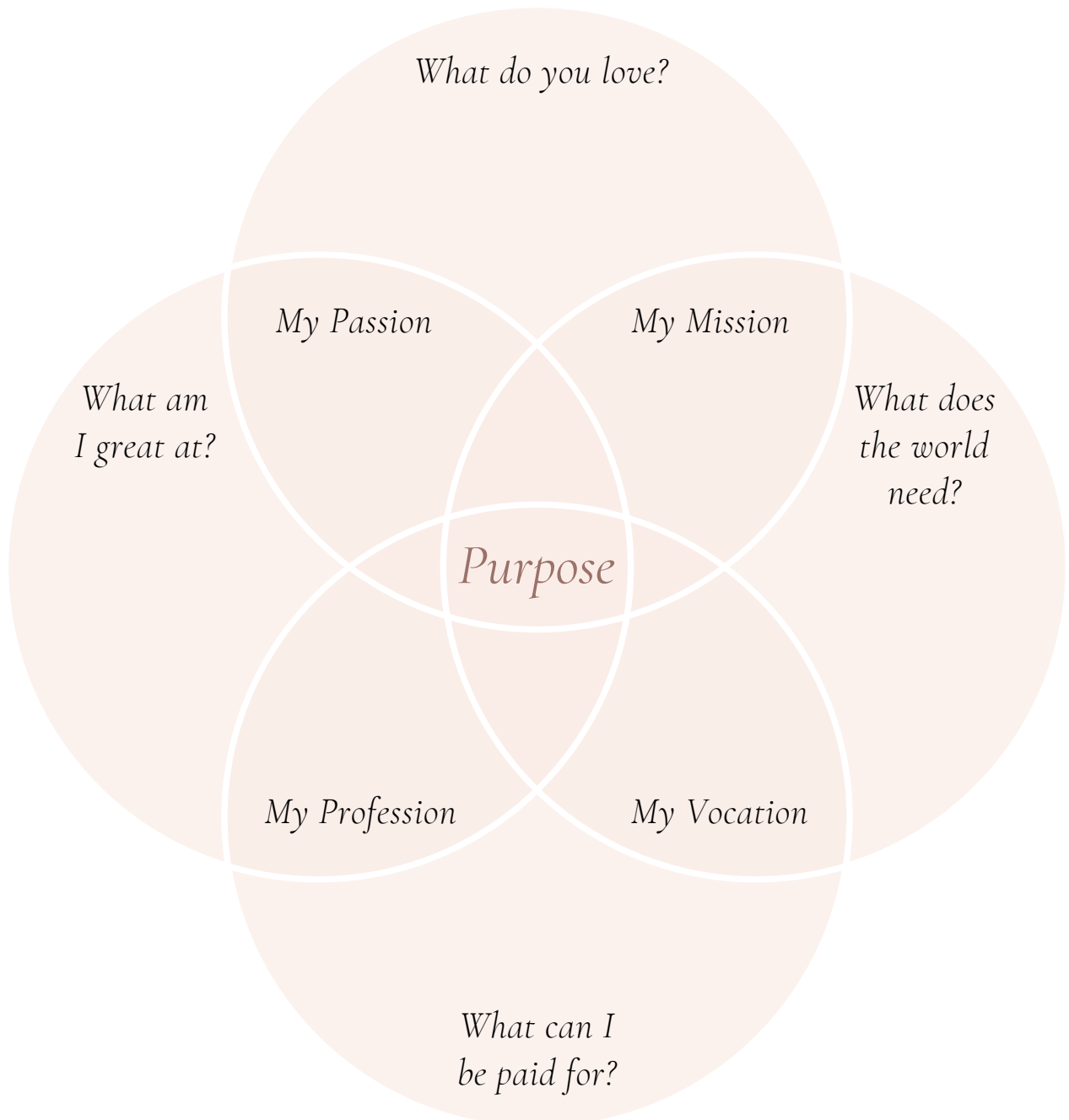
I am a human being that...

LOVES	
WANTS TO	
IS DRIVEN BY	
IS INSPIRED BY	
HAS A HABIT OF	
IS HAPPIEST WHEN	
BELIEVES IN	
WOULD GIVE	
WILL ONE DAY	
HAS THE GOAL OF	
WHO NOTICES	
IS AFRAID OF	

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Worksheet Sixteen

V E N N D I A G R A M
of purpose

The Purpose Venn Diagram provides us a starting point to reflect on if we might miss an aspect in our current (work) life and what that aspect could be. The Purpose Venn Diagram helps us to do create a more balanced work situation.



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Worksheet Seventeen

CORE NEEDS

worksheet

Below is a list of common psychological and material needs. Go over the list to identify which needs are important to you!

- Adventure
- Acceptance
- Success
- Being admired
- Being right
- Being in control
- Creativity
- Empowered
- Friendship
- Spiritual Fulfilment
- Stability
- Status
- Power
- Getting noticed
- Intimacy
- Make people happy
- Being valued
- Feeling love
- Having Fun
- Feeling relaxed
- Growth
- Being useful
- Being in control
- Supported by others
- Being independent
- Feeling needed
- Free time

Write down your needs and what do these mean to you?

What steps can you take to fulfil these needs?

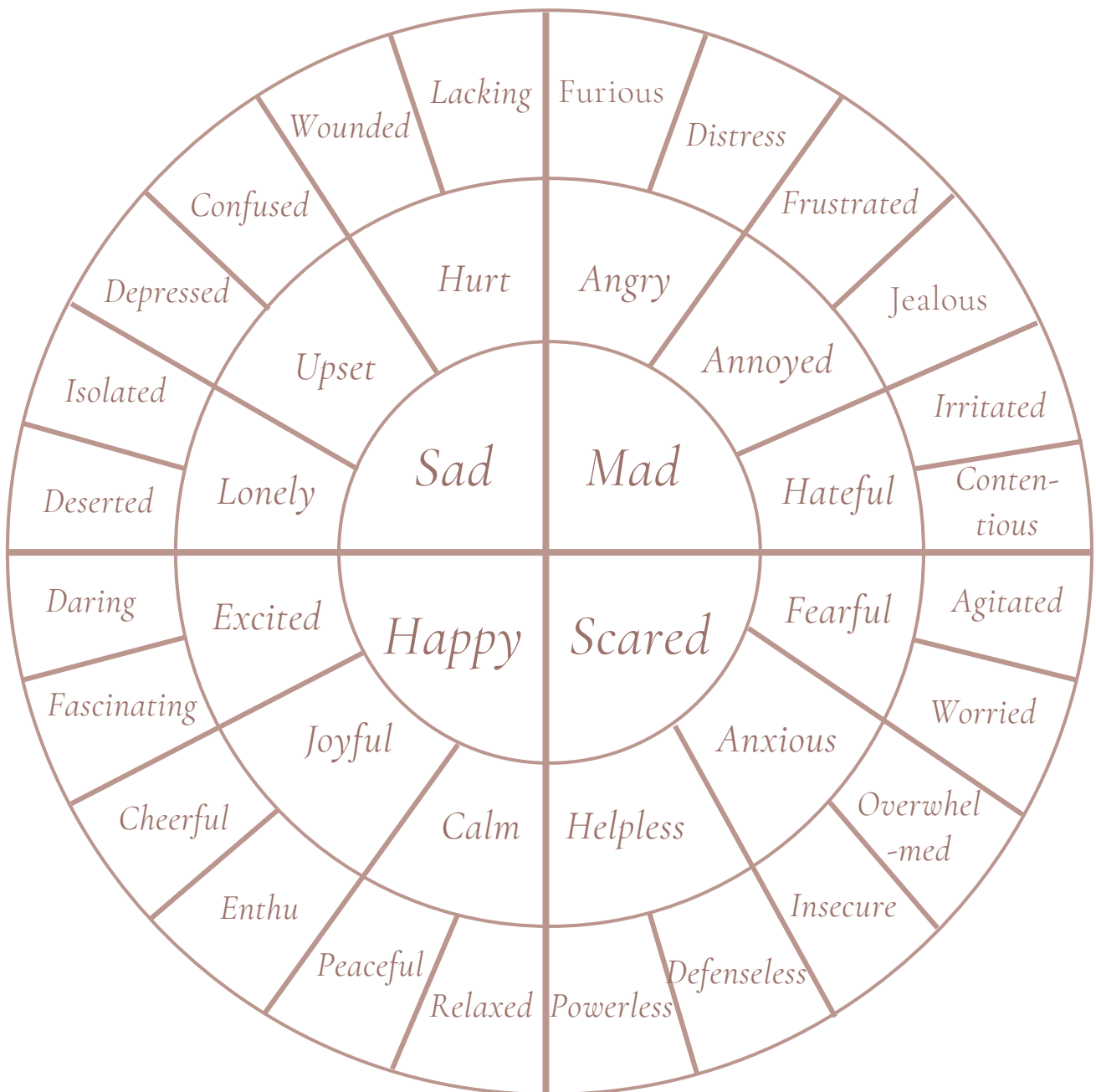
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Worksheet Eighteen

FEEL WHEEL

worksheet part one

Use the feelings wheel below to identify your emotions. In the next part of this assignment you will be able to understand your emotional space along with your triggers.



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Worksheet Nineteen

FEEL WHEEL
worksheet part two

01

What are the recurring emotions that you're constantly feeling?

02

What are the main triggers for these emotions?

03

How are these emotions beneficial for you and how are they holding you back?

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Journalling Exercise One

J O U R N A L L I N G

exercise

Write 3 Intentions for Yourself

Identify Three Stressors

Make a Wish

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Journalling Exercise Two

J O U R N A L L I N G

exercise

- ✓ Carve out 15-20 minutes as soon as you wake up to start your prompted journalling exercise
- ✓ Tap into how you're feeling and focus your energy on articulating what you feel like while pondering upon the prompts
- ✓ Establish a routine and learn to stay consistent with your ritual along with following your instincts

What are 5 things you are grateful for today?

What are 3 things you want to change about your life?

What is one thing you want to let go of today?

Why are you proud of yourself today?

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Journalling Exercise Three

J O U R N A L L I N G
exercise

*What makes you
feel powerful?*

*What makes you
feel in control?*

*What makes you
feel happy?*

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Journalling Exercise Four

J O U R N A L L I N G
exercise

How do you physically feel at this moment?

Write down all of your goals for the next year, big or small.

Write down all aspects of the perfect “you day”.

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Journaling Exercise Five

JOURNALLING
exercise

Write a Letter To Your Greatest Fear

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Journalling Exercise Six

JOURNALLING

prompts

Use these journalling prompts to start writing about different areas of your life and delve deeper into who you really are!

<i>What is something that has been a lot on my mind lately?</i>	<i>What do I think about my daily habits and can I improve them?</i>	<i>What does my dream life look like?</i>	<i>Name at least three things that made you feel proud today?</i>
<i>What is the most important thing to me right now?</i>	<i>What is my recurrent feeling?</i>	<i>What makes me feel useful and like I'm helping others?</i>	<i>Which positive things can I say to myself and why?</i>
<i>What do I value in my relationships?</i>	<i>What do I love about my favourite person?</i>	<i>When do I feel the most motivated in life?</i>	<i>Am I feeling grateful everyday?</i>
<i>Are there people or situations that drain me energetically?</i>	<i>Are there people and situations that shoot up my energy?</i>	<i>When do I feel the most motivated in life?</i>	<i>What is the root of my most recurrent feeling?</i>
<i>Do I truly like what I do the entire day?</i>	<i>What does my dream life look like? Visualise and write in detail.</i>	<i>What do I need less of in my life?</i>	<i>What do I love the most about myself?</i>

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Tracker

MOOD Tracker

	J	F	M	A	M	J	J	A	S	O	N	D
1												
2												
3												
4												
5												
6												
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30												

Mantra of the year

Keys

- ☐ Amazing
- ☐ Good
- ☐ Productive
- ☐ Average
- ☐ Relaxed
- ☐ Exhausted
- ☐ Depressed
- ☐ Bored
- ☐ Sick

Notes