



**ARMY MEDICINE**  
*One Team...One Purpose*  
*Conserving the Fighting Strength Since 1775*

**MEDfit+**

## 2-Hour Module

*This module was developed by the Army Medical Department Center and School (AMEDD C&S) in partnership with the Research Transition Office (RTO) of the Walter Reed Army Institute of Research (WRAIR).*

*Cleared for public release; distribution unlimited.*



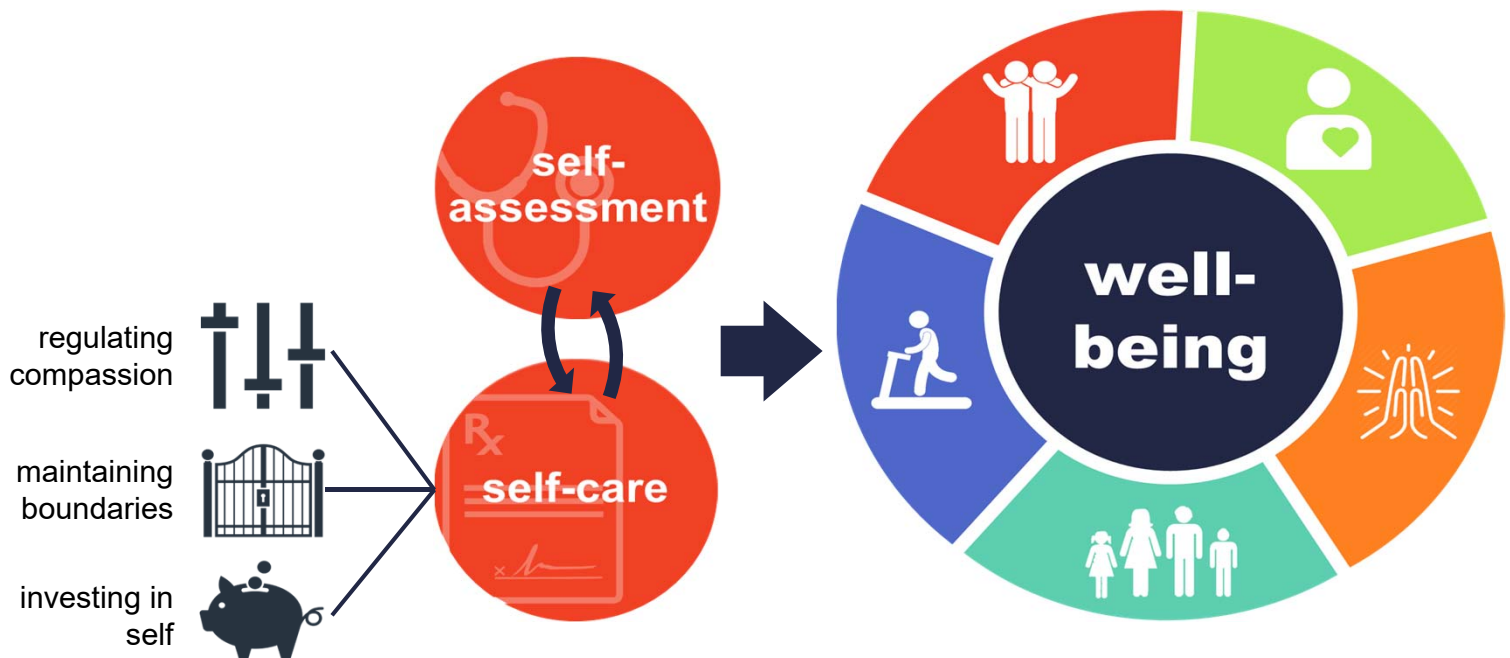
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# MEDfit+

## 2-Hour Module

### Intent

The purpose of MedFit is to equip healthcare staff with self-assessment and self-care strategies and skills to (1) prevent compassion fatigue and burnout and (2) achieve and maintain optimal functioning and well-being.



This training is designed to be delivered at military treatment facilities (MTFs) to groups of approximately 30 healthcare staff. This training is delivered by trainers who have attended the three-day MedFit Workshop and are certified to teach the course.



## 2-Hour Module

### Outline

#### Purpose of MedFit

- Discuss the purpose of MedFit
- Define key terms
- Discuss the challenges and benefits of providing healthcare within the military system
- Discuss the importance of self-care



#### Strategies for Comprehensive Well-Being: Self-Assessment

- Discuss the process of assessment
- Conduct self-assessments to identify indicators of suboptimal and optimal functioning
- Discuss when and how to self-assess



#### Strategies for Comprehensive Well-Being: Self-Care











- Describe compassion regulation as a skill for self-care
- Discuss techniques for compassion regulation (e.g., WIN; perspective taking)
- Describe maintaining boundaries as a skill for self-care
- Discuss techniques for maintaining boundaries (e.g., breaks; mottos)
- Describe investment as a skill for self-care
- Discuss techniques for investment (e.g., long-term and brief self-care plans)



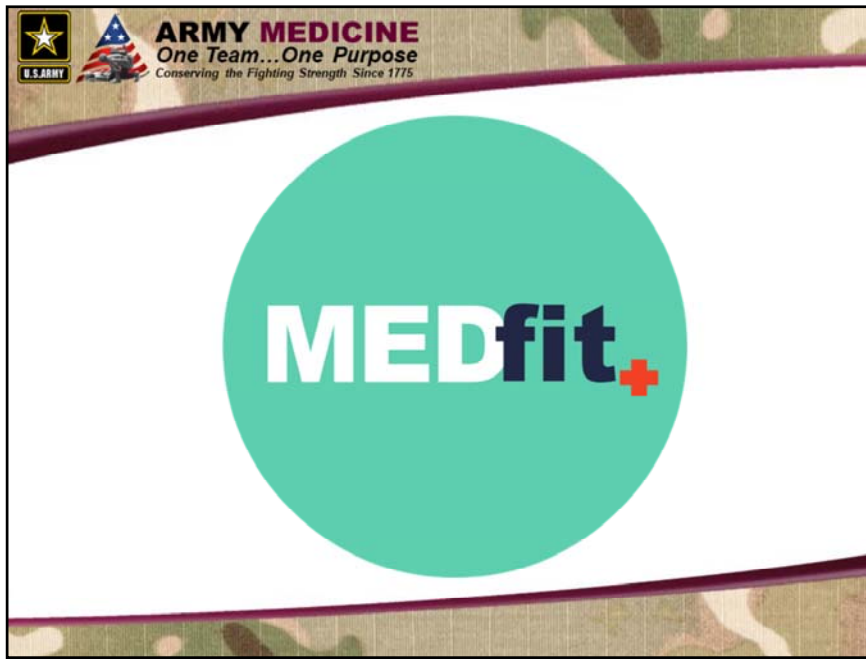
#### Summary

- Check on learning
- Discuss key take home messages from the module

Training Module Symbol Guide

Symbol	Represents	Explanation
	Timing	This symbol indicates the amount of time allotted for a given section of the material.
	Target / Intent	This symbol indicates the main function or rationale for a given slide.
	Key Point	Numbers are used to indicate the main points that must be addressed in order to meet a given slide's target / intent.
	Sample Script	Bullets are used to elaborate on key points by providing a potential script that the trainer can use.
	Note to Trainer	Bracketed text indicates a note to the trainer which is not intended to be read aloud. These provide hints on how to present the material and tips to avoid potential issues that may arise within a given topic.
	Multimedia	This symbol indicates the use of supplementary audio/video files. To avoid down-time or technical difficulties, keep an eye out for these and plan accordingly.
	Handouts	This symbol indicates that the participants will use handouts at a given point in the module. To avoid down-time, keep an eye out for these and plan accordingly.
	Exercise	This symbol indicates the start of an exercise or activity. To avoid down-time, keep an eye out for these and plan accordingly.
	Continue	This symbol indicates that the training material for a given slide continues onto the next page.
	Stop	This symbol indicates that the training material for a given slide ends on this page.

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**MedFit**  
**2 Hours**



**To introduce yourself and the module.**

**1. Introduce the module and its purpose.**

- Good [morning/afternoon], my name is \_\_\_\_\_.
- Welcome to MedFit.
- Resilience training is being incorporated at all levels of the Army Education System.
- The goal of this training is to help you function at your best as you face the challenges of Army life.
- During this training, you will learn strategies and skills that will help you succeed in your personal and professional lives.

**2. Explain the importance of confidentiality.**

- Before we begin, we want to be mindful of the fact that individuals are coming here from different backgrounds and with unique experiences.
- During our discussions, people may share things that are highly personal, or of concern to them. Because of this, we ask that anything brought up in this room stays in this room.

Record your own notes here:



**3. Highlight any administrative areas at this time.**

- At this time, please turn off any electronic devices (particularly cell phones) or anything else that might interfere with the training and discussions.
- The latrines are located \_\_\_\_\_. There are also some vending machines located \_\_\_\_\_ that you can use during the break we will be taking at the midpoint of today's training.
- **[ASK]:** Are there any questions before we begin?

**[NOTE:** Allow for and answer any questions that arise.]



Record your own notes here:



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## Training Plan

1. purpose of **MEDfit**+
2. strategies for comprehensive well-being and compassion satisfaction
  - 🔄 self-assessment
  - 📄 self-care



**To review the training plan.**

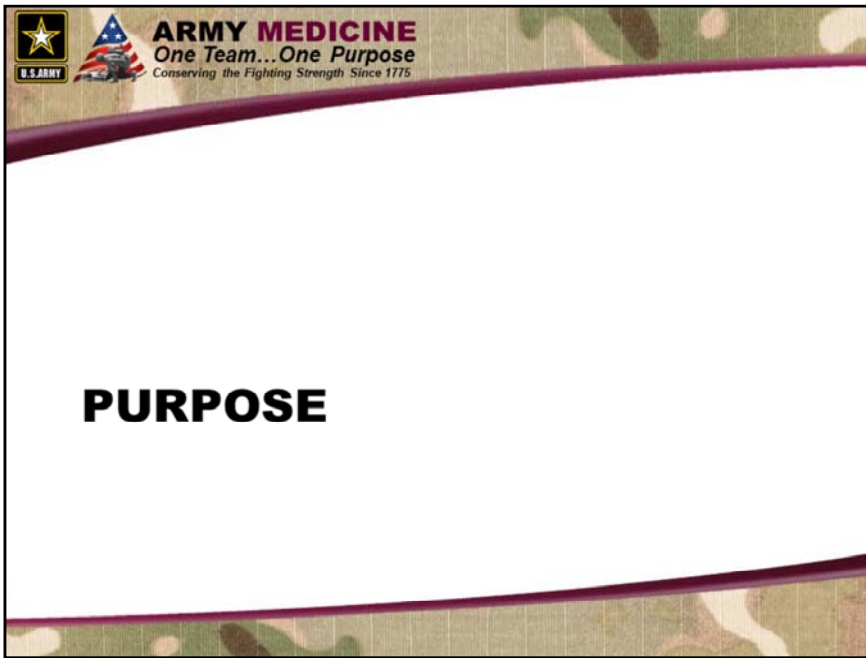
### 1. Review the training plan.

- This training will take approximately two hours and will cover two areas.
- First, we'll discuss why the U.S. Army has developed MedFit for healthcare staff.
- Then we'll talk about strategies for enhancing comprehensive well-being and compassion satisfaction.
  - We'll talk about self-assessment: understanding what you're like when you're not at your best and when you are, so that you can get to your best more often.
  - Then we'll talk about three skills for self-care:
    - Regulating compassion,
    - Maintaining boundaries, and
    - Investing in self.



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To introduce the section on the purpose of the training.

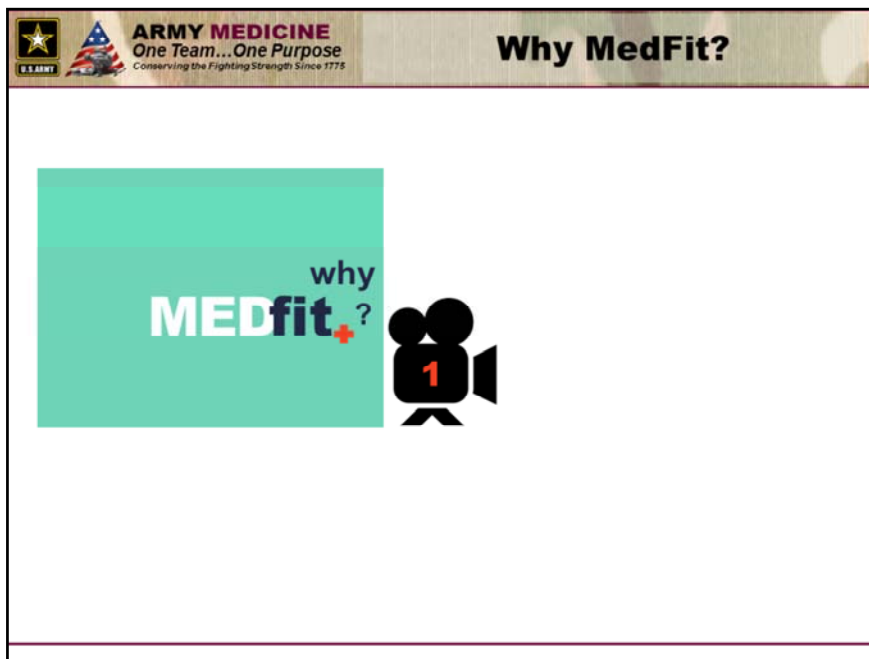
1. Introduce the section on the purpose of the training.

- So let's start by talking about the purpose of MedFit.
- In this section we'll discuss the unique challenges of being healthcare staff as well as the many benefits.
- We'll also discuss the need for self-care as a means for achieving optimal, comprehensive well-being.



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Record your own notes here:



To emphasize the need for resilience training designed for healthcare staff.

*[NOTE: Slide builds]*

1. Use **Video 1 (Ochberg – Compassion Fatigue)** to introduce need for training specifically designed for healthcare staff. **[?]**

- Although most of the resilience training being conducted throughout the Army is designed to be relevant to all Soldiers, Army Civilians, and Family, we know from research that healthcare staff face a number of unique challenges and stressors that can put them at risk for burnout and compassion fatigue.
- Let's watch a short video that provides some context for this.



**[PLAY VIDEO 1: "Ochberg – Compassion Fatigue" (1:46)]**

- **[ASK]:** What stood out for you in this video?

**[NOTE: Allow for discussion. If not mentioned, point out that trauma workers include all members of the team.]**




2. Emphasize that exposure to traumatic events is common for healthcare staff.

- As Dr. Ochberg mentions in the video clip, trauma is common in the healthcare field.
- Research with deployed medical staff suggests that nearly half are exposed to potentially traumatic events, such as mass casualties or patients with extreme injuries or pain.
- In one study, this translated to 30% of deployed medical staff showing signs of Post-Traumatic Stress Disorder (PTSD).
- But these types of stress reactions are not limited to deployed medical personnel.
- In another study, 20% of military behavioral health providers who were *not* deployed met criteria for Secondary Traumatic Stress.
  - Secondary traumatic stress reactions are similar to PTSD symptoms. But in the case of secondary traumatic stress, the reaction comes from knowing about *another* person's trauma (rather than experiencing the traumatic event firsthand, as in the case of PTSD).



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**[NOTE:** Additional information about the statistics discussed on this slide and related readings can be found in the References and Additional Readings section.]



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## Definitions

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>compassion fatigue.</b></p> <p><b>exhaustion</b> caused by knowing about someone else's trauma that <b>reduces ability</b> to feel joy or compassion and concern for others</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>burnout.</b></p> <p>long-term <b>exhaustion</b> and <b>diminished interest</b> in work (often due to workload and/or work environment)</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>compassion satisfaction.</b></p> <p>sense of <b>joy</b> that one derives from one's <b>work</b></p>
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**To define key terms.**

*[NOTE: Slide builds]*

### 1. Define compassion fatigue.

- So let's review a few definitions.
- *Compassion fatigue* is exhaustion caused by knowing about someone else's trauma experience, which reduces your ability to feel joy or compassion and concern for others.
- Compassion fatigue is also called secondary traumatic stress and provider fatigue.
- A lot of times individuals struggling with compassion fatigue report feeling numb or like they are unable to care anymore, especially with patients.
- This can often be distressing because people want to care but find they simply are unable to.

### 2. Define burnout.

*[NOTE: Click to advance.]*

- *Burnout* is long-term exhaustion and diminished interest in work.
- It doesn't necessarily have to be trauma-related, but it is often caused by frustration with bureaucracy.



Record your own notes here:

- People who are burned out typically don't care that they don't care anymore, which can frustrate other team members who often have to pick up their work.

**[NOTE:** *It might be helpful to provide a personal example or anecdote when defining “burnout” – an illustration of what someone who is burned out looks like.*

- *For example, the receptionist who answers the phone, “Don’t know, don’t care, transfer.”]*

### 3. Define compassion satisfaction and discuss its importance. [?]

**[NOTE:** *Click to advance.*]

- Finally, *compassion satisfaction* is the sense of joy that one derives from doing the work.
- **[ASK]:** Why is compassion satisfaction important?


**[NOTE:** *Allow for discussion. Use the following, as needed, to support discussion:*

- *Those who get satisfaction from their work are more likely to make positive changes when things go wrong on the job.]*



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## Healthcare Challenges

what are the  
**challenges of  
providing  
healthcare in the  
military?**

- military-specific stressors
- stressors related to caregiving



**To discuss challenges of providing healthcare in the military.**

*[NOTE: Slide builds.]*

1. Discuss challenges of providing healthcare in the military and its impact on functioning (resilience). [?]

- **[ASK]:** What are some of the specific challenges of providing healthcare in the military?



*[NOTE: Allow for discussion, then click to advance.]*

- Some of the challenges might include military-specific stressors such as operational stressors related to deployments, frequent moves, separations from family members, long hours, being short-staffed, being instructed to do training (APEQS) at home, lack of time and supplies, sense of entitlement among patients, and wounds of war—the spiritual, emotional, and physical effects of war on Service Members and their Families.
- And as we've discussed, there can also be a number of potential costs related to caregiving, such as stress, burnout, secondary traumatic stress, and compassion fatigue.
- All of these things can negatively impact well-being and resilience.



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## Healthcare Benefits

what are the  
**benefits of  
providing  
healthcare in the  
military?**

- compassion satisfaction
- giving back to Soldiers
- career opportunities



**To discuss benefits of providing healthcare in the military.**

*[NOTE: Slide builds.]*

1. Discuss the benefits of providing healthcare in the military.  
**[?]**

- **[ASK]:** What are some of the benefits of providing healthcare in the military?

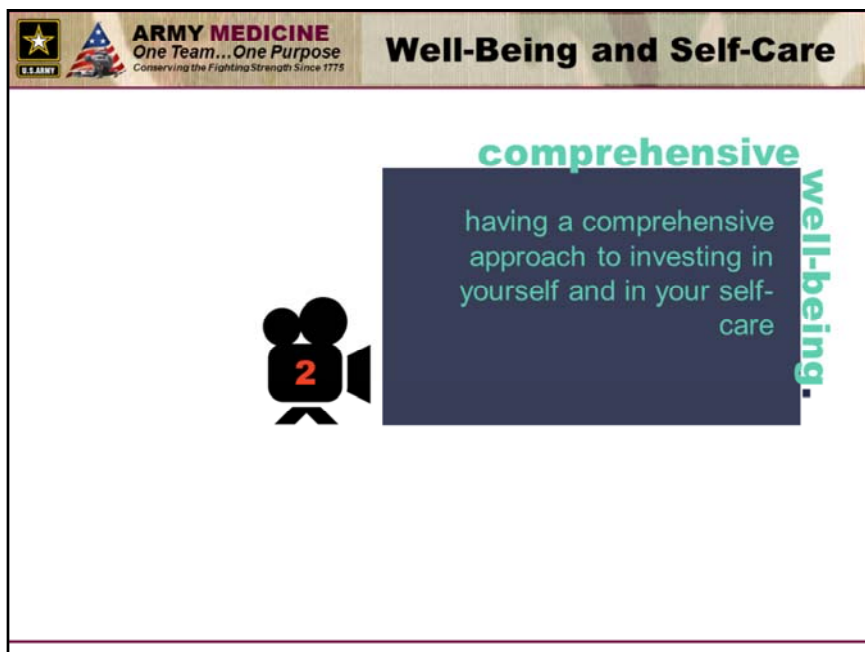
*[NOTE: Allow for discussion, then click to advance.]*

- Some of the benefits might include compassion satisfaction, the opportunity to make a difference, watching Soldiers and Family members make positive life changes, etc.
- Individuals often talk about deriving satisfaction from being able to give back to Soldiers who are putting their lives on the line to defend our freedoms.
- Others talk about the benefits that deploying has on their careers, such as giving them opportunities they might not otherwise have.



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**To define and discuss the importance of comprehensive well-being.**

*[NOTE: Slide builds]*

**1. Introduce the concept of comprehensive well-being.**

- The goal of this training is to help you overcome the challenges associated with providing healthcare in the military and to achieve optimal, comprehensive well-being.
- When we talk about comprehensive well-being, we mean having a comprehensive approach to investing in yourself and in your self-care.
- The comprehensive self-care strategies and skills you'll learn in this training will be useful in helping you avoid compassion fatigue and burnout and enhance compassion satisfaction.

**2. Use Video 2 (Military Providers – Self-Care) to discuss the need for self-care among healthcare staff.**

- Let's watch a short video that talks about the need for self-care among healthcare staff as well as some of the challenges military medical staff face.



**[PLAY VIDEO 2: "Military Providers – Self-Care" (2:46).]**

- **[ASK]:** What stood out for you in this video?

**[NOTE: Allow for discussion. If not mentioned, point out how the people in the video talk about the need for self-care.]**

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## What Is Self-Care?



self-care is...

- being physically active
- chatting with peers/colleagues
- seeking out comforting things
- asking for help
- acknowledging successes
- getting enough sleep
- self-reflection
- trying new things
- meditating, praying, or connecting spiritually
- saying no to extra responsibilities



**To define self-care.**

*[NOTE: Slide builds.]*

### 1. Define self-care.

- So now you've heard about the need for self-care and how healthcare staff often struggle finding time for it.
- **[ASK]:** But what is self-care?

*[NOTE: Allow for discussion, then click to advance.]*

- Self-care is different for everyone; it's not a "one size fits all" process.
- In a large study of deployed medical staff, self-care was defined in terms of the behaviors on the slide.
- In other research, it has been defined in terms of connecting with others, promoting a healthy lifestyle, pursuing outside interests, setting boundaries, and engaging in positive coping strategies.
- Thus, when we are talking about self-care, we are talking about behaviors and activities that help people cope with the stressors they experience in their everyday lives.



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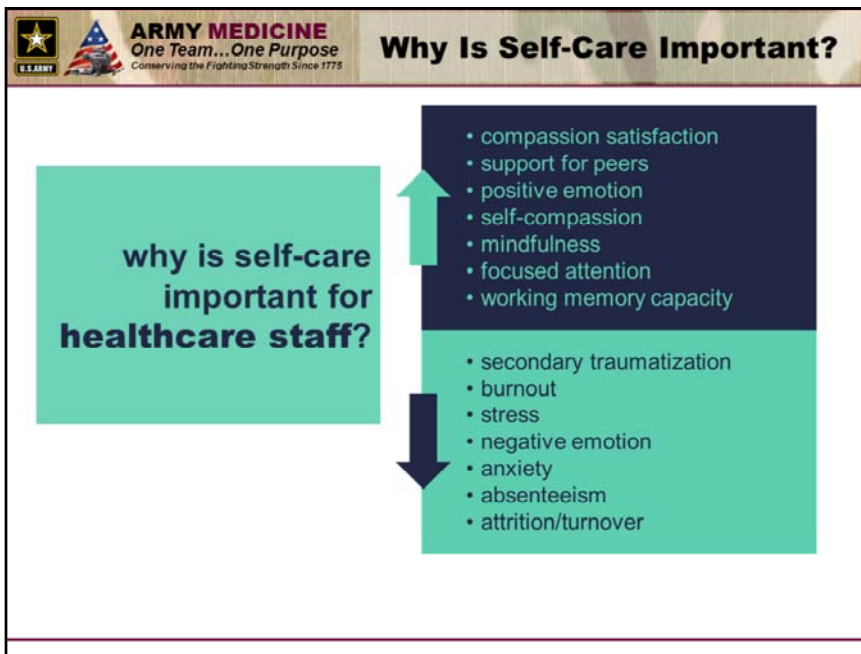
**[CITATION:** Adler and Thomas, 2014]

- We're talking about being able to recognize the importance of compassion for yourself and for others, maintaining boundaries, and systematically replenishing your energy.
- So, self-care is more than just engaging in hobbies. It's an investment in one's self and one's well-being.



Record your own notes here:





**To discuss the importance of self-care for healthcare staff.**

*[NOTE: Slide builds.]*

1. Discuss why self-care is so important for healthcare staff. [?]

- **[ASK]:** So why is self-care so important for healthcare staff?

*[NOTE: Allow for discussion. Responses may include:*

- *If you're not taking care of yourself you can't take care of others.]*

2. Discuss factors associated with self-care.

*[NOTE: Click to advance.]*

- We know from research that self-care is associated with *more* positive emotion, support for peers, and compassion satisfaction, and with *less* secondary trauma, burnout, and stress.
- Because self-care is associated with better health and well-being, including attention and memory, it is important not only for optimal personal functioning but also for optimal *professional* functioning.
- Burnout is associated with more medical errors, suboptimal patient care, and lower levels of patient satisfaction.

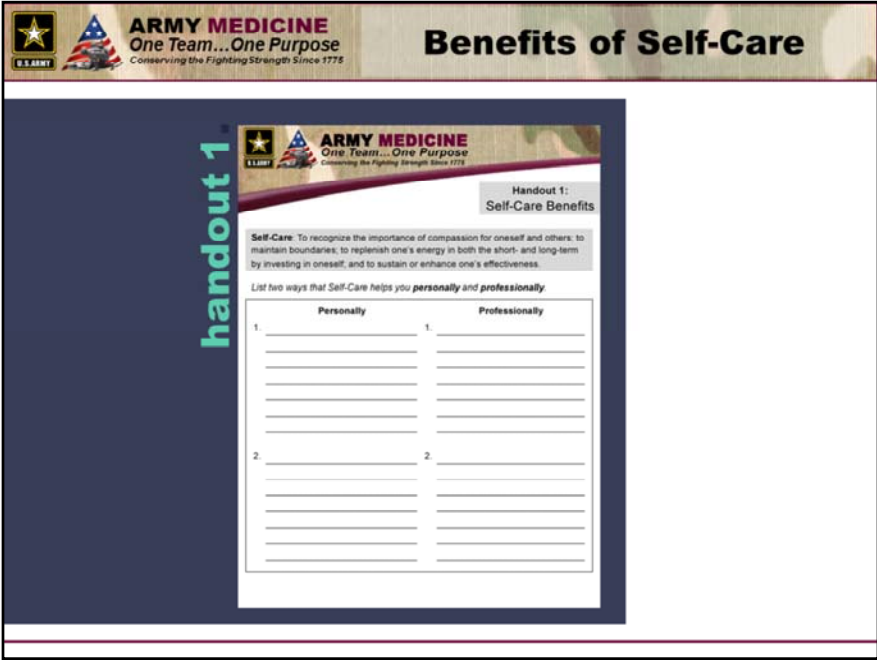
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- It is also associated with less provider autonomy, negative work attitudes, and lower levels of quality and safety.
- Self-care is thus not only important for individual resilience but for team resilience as well.
- Self-care makes for a more positive environment and improves employee satisfaction.
- So the bottom line is that practicing good self-care helps you achieve and maintain optimal well-being and personal and professional success.



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Record your own notes here:



To identify personal and professional benefits of self-care.

1. Complete Handout 1.

- Now that we've discussed some of the general benefits of self-care, let's take a look at how self-care helps you, both personally and professionally.



**[TURN TO HANDOUT: Handout 1: Benefits of Self-Care]**

- Turn to Handout 1, "Benefits of Self-Care."
- With your neighbor, take two to three minutes to discuss two ways that self-care helps each of you personally and professionally.
- Then jot down your responses on the handout.

**[NOTE: Assist participants as necessary. After 2-3 minutes, ask for 1-2 volunteers to share their answers.]**



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**Self-Care:** Recognize the importance of compassion for oneself and others; maintain boundaries; replenish one's energy in both the short- and long-term by investing in oneself; and sustain or enhance one's effectiveness.

*List two ways that Self-Care helps you **personally** and **professionally**.*

Personally	Professionally
1. _____ _____ _____ _____ _____ _____ _____	1. _____ _____ _____ _____ _____ _____ _____
2. _____ _____ _____ _____ _____ _____ _____	2. _____ _____ _____ _____ _____ _____ _____



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Sample

## Handout 1: Self-Care Benefits

**Self-Care:** Recognize the importance of compassion for oneself and others; maintain boundaries; replenish one's energy in both the short- and long-term by investing in oneself; and sustain or enhance one's effectiveness.

List two ways that Self-Care helps you **personally** and **professionally**.

### Personally

1. *I'm more patient with my children when I'm taking care of myself*

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2. *I feel refreshed, and I get more done around the house*

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### Professionally

1. *I am less likely to be offended when things go wrong at work*

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2. *I sleep better when I'm taking care of myself*

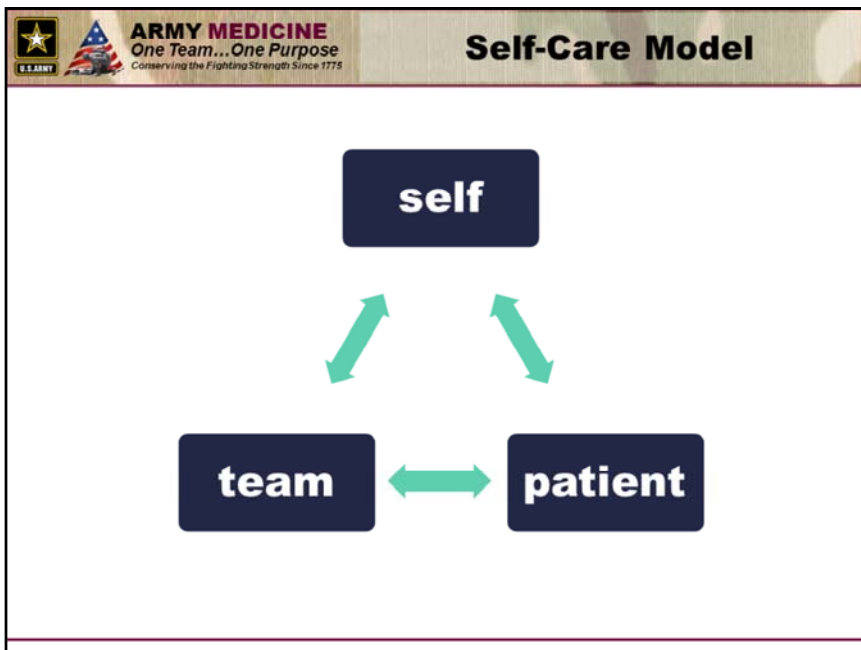
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**To emphasize the far-reaching impact of self-care.**

### 1. Emphasize the far-reaching impact of self-care.

- When we think about self-care, we might think about how it affects us personally, but we don't think beyond that.
- We just know, for example, that when we go for a run, we feel better.
- But self-care has an impact beyond just you—it affects your team, your patients, and maybe even your Family.
- If you are well-rested and healthy, you are probably better able to engage with your colleagues and your patients.
- This enhances the functioning of your team, and when the team is functioning well, patients are provided with better care.

### 2. Check on learning. [?]

- **[ASK]:** Are there any questions?

**[NOTE:** Answer any questions that arise.]



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**To define comprehensive well-being.**

*[NOTE: Slide builds.]*

**1. Define comprehensive well-being.**

- Achieving comprehensive well-being involves taking care of yourself on multiple levels including:
  - Checking in with yourself and knowing how well you are functioning, or *self-assessment*, and
  - Engaging in activities that recharge you and help you be your best, or *self-care*.

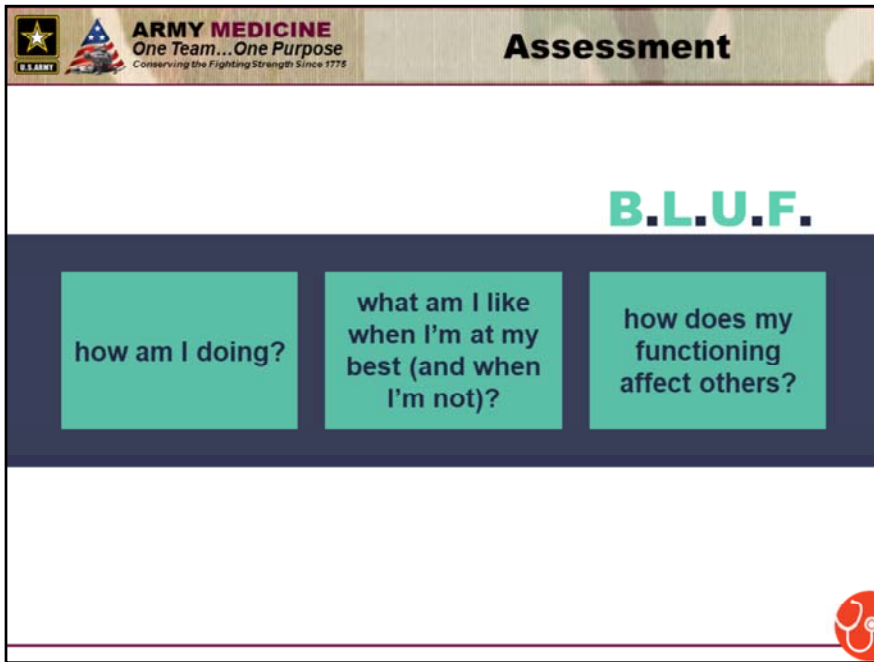
*[NOTE: Click to advance.]*

- Let's talk more about self-assessment.



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**To introduce assessment.**

**1. Highlight the elements of the assessment process.**

- So here is the Bottom Line Up Front or B.L.U.F.: Assessment involves determining how well you are functioning.
- It's looking at what you are like when you're at your best and what you're like when you're *not* at your best, so you can get to your best more often.
- Assessment also involves recognizing how your functioning affects others.


**2. Explain that most individuals likely already have some experience with self-assessment.**

- Each of you has probably done this at various points in your lives and in different ways.
- In the context of this training, however, we'll discuss the importance of strategic and systematic self-assessment across a number of domains.



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## Assessment

what do I look  
like when I'm **not**  
at my best?

identify **acute or chronic** indicators  
across one or several  
**domains**






**To discuss the process of identifying indicators of suboptimal functioning.**

1.

Discuss the process of identifying indicators of suboptimal functioning.

- The first part of assessment involves defining what you look like when you know you are not at your best.

**[NOTE:** Click to advance.]

- This requires identifying indicators that help you know you are not functioning the way you would like to.
- Some of these indicators may be acute (short-term or in-the-moment) while others may be chronic or more long-term.
- Likewise, some indicators may be only in one domain (e.g., emotional) whereas others may be across multiple domains (e.g., physical and emotional).

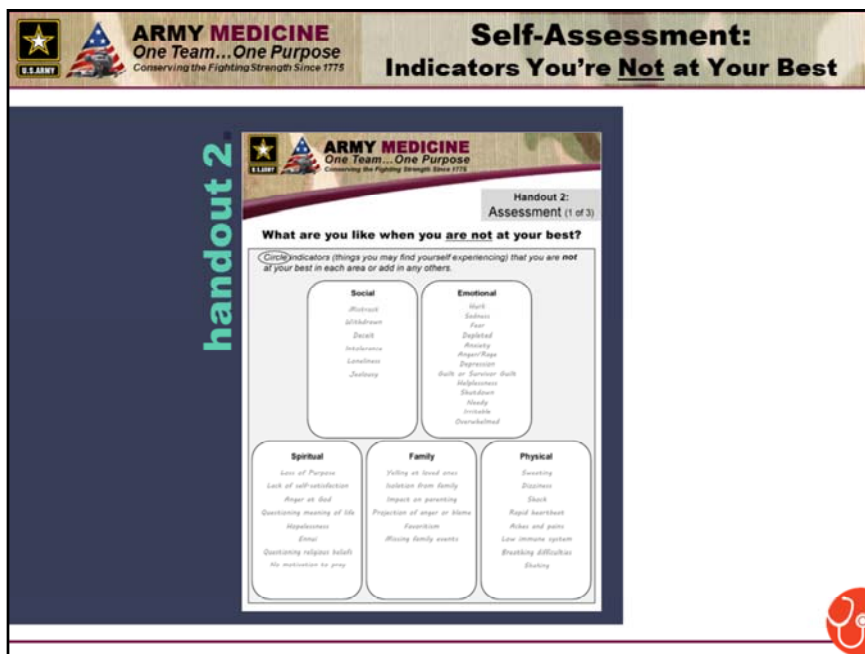
**[NOTE:** You may use a personal example to illustrate the difference between acute and chronic stressors in one domain versus several in order to clarify the point.]

- In this training, we'll look at your functioning in the social, emotional, physical, spiritual, and Family domains.



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To identify indicators that you're not at your best.

## 1. Complete Handout 2.

- Now let's think about specific indicators that you're not functioning at your best.



**[TURN TO HANDOUT: Handout 2: Assessment (1 of 3)]**

- Turn to Handout 2, "Assessment (1 of 3)."
- What are you like when you're not at your best?
- On the handout, you'll see a number of reactions that individuals may experience when they are stressed and overwhelmed by caregiving.
- Circle the items that *you* experience when you are not at your best.
- Add any additional items that aren't there that describe you.

**[NOTE: Allow 3-5 minutes for completion of handout. Assist participants as necessary.]**



**2. Facilitate a discussion about the assessment. [?]**

- **[ASK]:** What did you learn about yourself?
- **[ASK]:** Did anything surprise you?

**[NOTE:** Ask for 1-2 volunteers to share, but keep discussion brief. This discussion involves very individualized responses, and participants may not wish to share their responses.]

- Our responses to stress are uniquely our own.
- When you're overwhelmed, your reactions and experiences will be different from others' reactions and experiences.
- So it's important for each of us to be able to identify what it looks like when we're not at our best, so we can then use the appropriate skills and techniques to improve our well-being and functioning.



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**Handout 2:**  
**Assessment (1 of 3)**

**What are you like when you are not at your best?**

*Circle indicators (things you may find yourself experiencing) that you are **not** at your best in each area or add in any others.*

**Social**

*Mistrust  
 Withdrawn  
 Deceit  
 Intolerance  
 Loneliness  
 Jealousy*

**Emotional**

*Hurt  
 Sadness  
 Fear  
 Depleted  
 Anxiety  
 Anger/Rage  
 Depression  
 Guilt or Survivor Guilt  
 Helplessness  
 Shutdown  
 Needy  
 Irritable  
 Overwhelmed*

**Spiritual**

*Loss of Purpose  
 Lack of self-satisfaction  
 Anger at God  
 Questioning meaning of life  
 Hopelessness  
 Ennui  
 Questioning religious beliefs  
 No motivation to pray*

**Family**

*Yelling at loved ones  
 Isolation from family  
 Impact on parenting  
 Projection of anger or blame  
 Favoritism  
 Missing family events*

**Physical**

*Sweating  
 Dizziness  
 Shock  
 Rapid heartbeat  
 Aches and pains  
 Low immune system  
 Breathing difficulties  
 Shaking*



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Sample

**Handout 2:**  
**Assessment (1 of 3)**

**What are you like when you are not at your best?**

*Circle indicators (things you may find yourself experiencing) that you are not at your best in each area or add in any others.*

**Social**

*Mistrust*  
*Withdrawn*  
 Deceit  
 Intolerance  
 Loneliness  
 Jealousy

**Emotional**

Hurt  
 Sadness  
*Fear*  
*Depleted*  
 Anxiety  
 Anger/Rage  
 Depression  
 Guilt or Survivor Guilt  
 Helplessness  
 Shutdown  
*Needy*  
*Irritable*  
 Overwhelmed

**Spiritual**

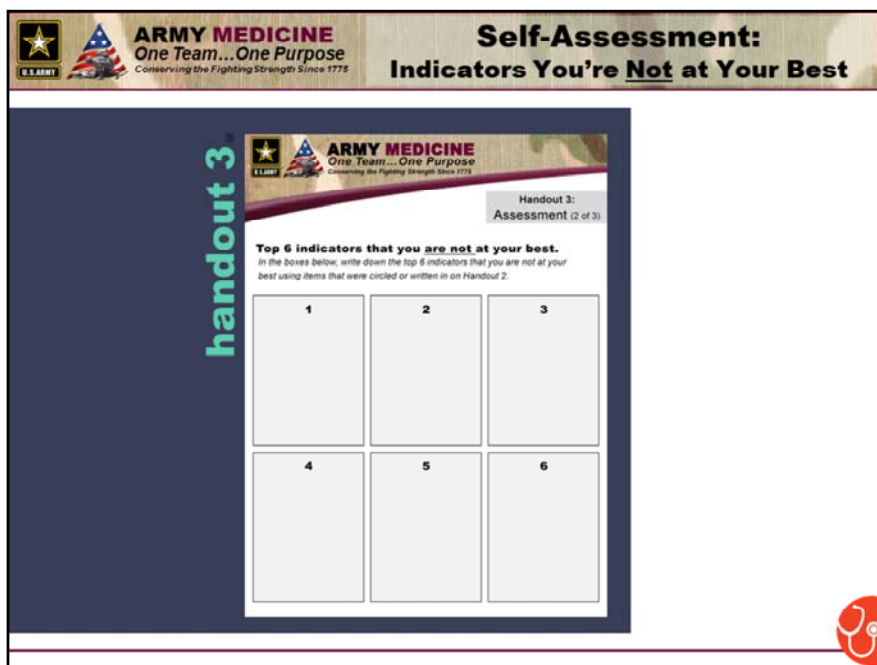
Loss of Purpose  
 Lack of self-satisfaction  
 Anger at God  
*Questioning meaning of life*  
 Hopelessness  
 Ennui  
 Questioning religious beliefs  
 No motivation to pray

**Family**

Yelling at loved ones  
 Isolation from family  
*Impact on parenting*  
 Projection of anger or blame  
 Favoritism  
*Missing family events*

**Physical**

Sweating  
 Dizziness  
 Shock  
 Rapid heartbeat  
 Aches and pains  
*Low immune system*  
 Breathing difficulties  
 Shaking



To identify the top 6 indicators that you're not at your best.

### 1. Complete Handout 3.

- Look over the items you circled or wrote down on Handout 2.
- These are indicators that you are not at your best.



**[TURN TO HANDOUT: Handout 3: Assessment (2 of 3)]**

- Now turn to Handout 3, "Assessment (2 of 3)."
- Take the top six indicators, from any domain, that best captures when you are not at your best.
- Write one indicator in each box.
- Keep in mind that this won't necessarily match up with each of the domains on Handout 2.

**[NOTE: Allow 2-3 minutes for completion of handout. Assist participants as necessary.]**

### 2. Facilitate a discussion about the assessment. [?]

- **[ASK]:** Would anyone like to share anything they noticed or that surprised them?

**[NOTE: Ask for 1-2 volunteers to share. This discussion involves very individualized responses, and participants may not wish to share.]**

- We all look and act differently when we're stressed by caregiving.

Record your own notes here:



- This handout gives us a personalized snapshot of what we look like when we're not at our best.
- Thus, by paying attention to these indicators, we can get a quick pulse read that can tell us how we're doing and if we need to stop and take better care of ourselves.



Record your own notes here:



**Top 6 indicators that you are not at your best.**

*In the boxes below, write down the top 6 indicators that you are not at your best using items that were circled or written in on Handout 2.*

**1**

**2**

**3**

**4**

**5**

**6**



**Top 6 indicators that you are not at your best.**

*In the boxes below, write down the top 6 indicators that you are not at your best using items that were circled or written in on Handout 2.*

**1**

*Depleted*

**2**

*Missing  
important  
family  
events*

**3**

*Low  
immune  
system*

**4**

*Overwhelmed*

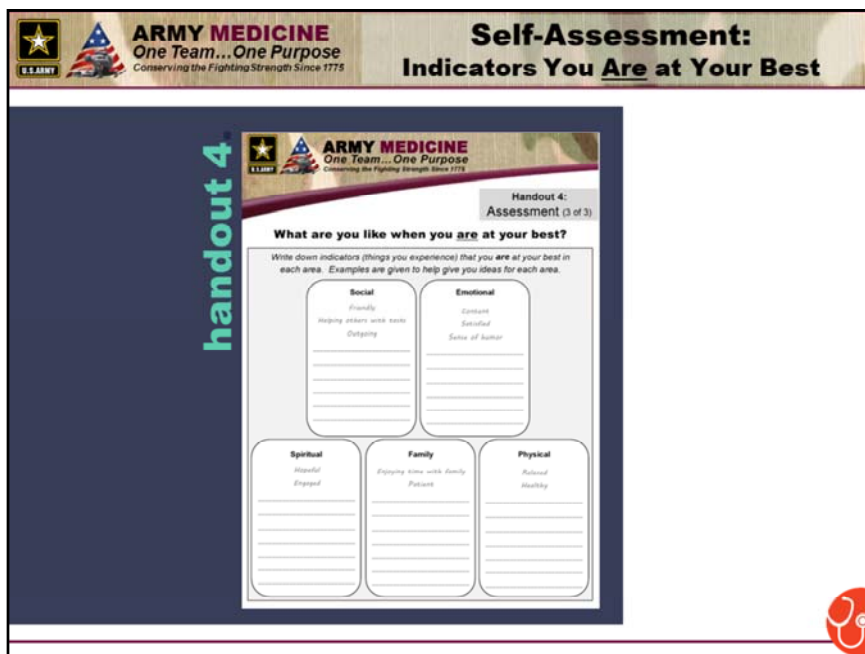
**5**

*Impact on  
parenting*

**6**

*No motivation  
to pray*





Record your own notes here:



To identify indicators that you are at your best.

## 1. Complete Handout 4.

- So now that we've talked about things that might indicate you are not where you want to be, let's think about what you're like when you are at your best.



**[TURN TO HANDOUT: Handout 4: Assessment (3 of 3)]**

- First, think about how you are at your best—what your physical activity and responses look like, what your interactions with friends and Family are like, etc.
- Read the examples on the handout to get a few more ideas about what your best could look like.
- For example, part of my best might be running four miles three times a week.
- Then write down a few notes in each of the domains to describe how you are at your best.
- Take a few minutes to complete this handout.

**[NOTE: Allow 5 minutes for completion of handout. Assist participants as necessary.]**

## 2. Facilitate a discussion about the assessment. [?]

- **[ASK]:** Would anyone like to share some of their indicators?

**[NOTE: Ask for 1-2 volunteers to share.]**

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**Handout 4:**  
**Assessment (3 of 3)**

**What are you like when you are at your best?**

*Write down indicators (things you experience) that you **are** at your best in each area. Examples are given to help give you ideas for each area.*

**Social**

*Friendly*  
*Helping others with tasks*  
*Outgoing*

---

---

---

---

---

---

---

**Emotional**

*Content*  
*Satisfied*  
*Sense of humor*

---

---

---

---

---

---

---

**Spiritual**

*Hopeful*  
*Engaged*

---

---

---

---

---

---

---

**Family**

*Enjoying time with family*  
*Patient*

---

---

---

---

---

---

---

**Physical**

*Relaxed*  
*Healthy*

---

---

---

---

---

---

---



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**Sample**

**Handout 4:**  
**Assessment (3 of 3)**

**What are you like when you are at your best?**

Write down indicators (things you experience) that you **are** at your best in each area. Examples are given to help give you ideas for each area.

**Social**

*Friendly*  
*Helping others with tasks*  
*Outgoing*  
*Socializing with others*

*Going to my kid's*  
*school events*

**Emotional**

*Content*  
*Satisfied*  
*Sense of humor*  
*Feeling optimistic*

*Have well-established*  
*boundaries in place*

**Spiritual**

*Hopeful*  
*Enjoyed*  
*Daily Mass*

*Prayer comes easily*

**Family**

*Enjoying time with family*  
*Patient*  
*Going to family events*

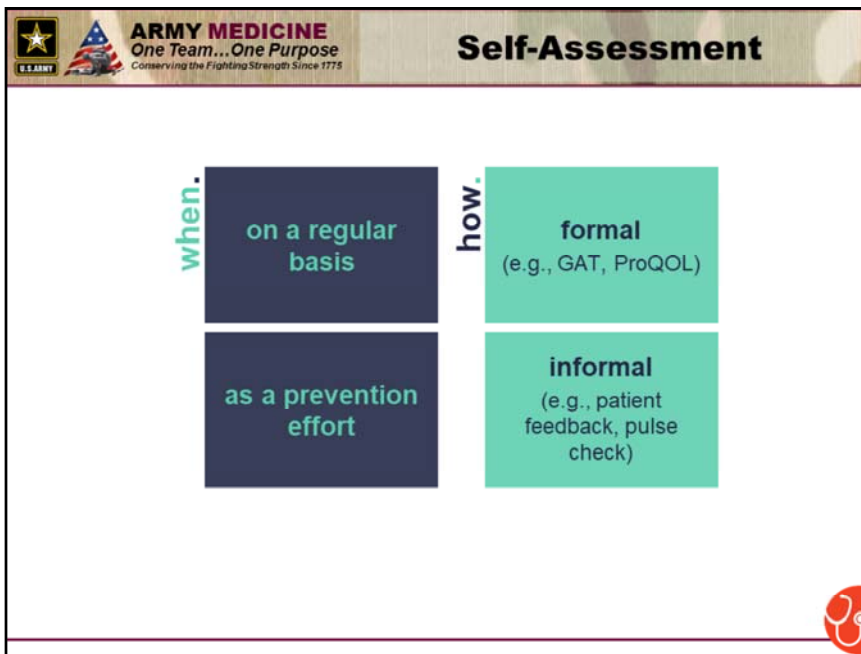
*Patient with my kids*

**Physical**

*Relaxed*  
*Healthy*  
*Sleeping well*

*Working out 3 times*  
*a week*

*Eating balanced meals*



To discuss when and how often to self-assess.

*[NOTE: Slide builds.]*

1. Discuss assessment as a regular, prevention effort. [?]

- **[ASK]:** How often do you think you should assess your functioning?

*[NOTE: Time permitting, allow for discussion, but keep discussion brief. Then click to advance.]*

- Ideally, we should self-assess on a regular basis, including when we are functioning well.
- A helpful way to think about assessment is as a prevention effort.
- It's kind of like thirst. If we wait until we are thirsty to drink water, it's almost too late. We need to drink water regularly to prevent dehydration.
- If you can identify signs that you are off your game, you can take actions to address those things.



Record your own notes here:

**2. Discuss formal and informal methods for assessment.**

**[NOTE:** *Click to advance.*]

- Self-assessment can be a formal process, such as taking the Global Assessment Tool (GAT) or the Professional Quality of Life scale (ProQOL).
- Or it can be informal, like taking some time to reflect on a recent patient interaction or simply asking yourself how you're doing in the moment.
- What's important is that you remember to do it on a regular basis as a way of monitoring your well-being.

**3. Check on learning. [?]**

- **[ASK]:** Are there any questions?

**[NOTE:** *Answer any questions that arise.*]



Record your own notes here:



**To introduce the self-care skills and regulating compassion.**

*[NOTE: Slide builds.]*

**1. Introduce the self-care skills.**

- Now that we understand the importance of self-assessment and identifying indicators that we might not be functioning optimally, let's talk more about specific self-care skills and techniques we can use to achieve and maintain optimal, comprehensive well-being.

*[NOTE: Click to advance.]*

- We will discuss three specific self-care skills:
  - Regulating compassion,
  - Maintaining boundaries, and
  - Investing in self.

**2. Introduce the skill of regulating compassion.**

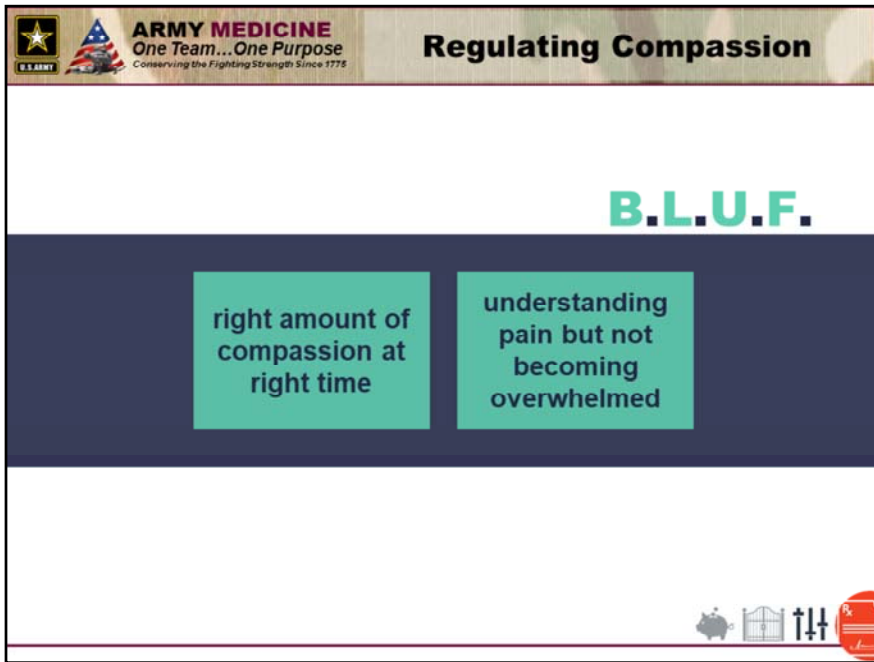
*[NOTE: Click to advance.]*

- The first skill we'll talk about is *regulating compassion*.
- Compassion regulation refers to how you alter and adjust your level of compassion depending on your needs and the situation.

Record your own notes here:



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**To introduce compassion regulation.**

**1. Define Regulating Compassion.**

- B.L.U.F.: Regulating Compassion is about having the right amount of compassion at the right time.
- It's about understanding the pain and suffering of the patient but not becoming overwhelmed by those feelings, so that you can still do your job effectively.

**2. Discuss the benefits of compassion regulation to healthcare staff.**

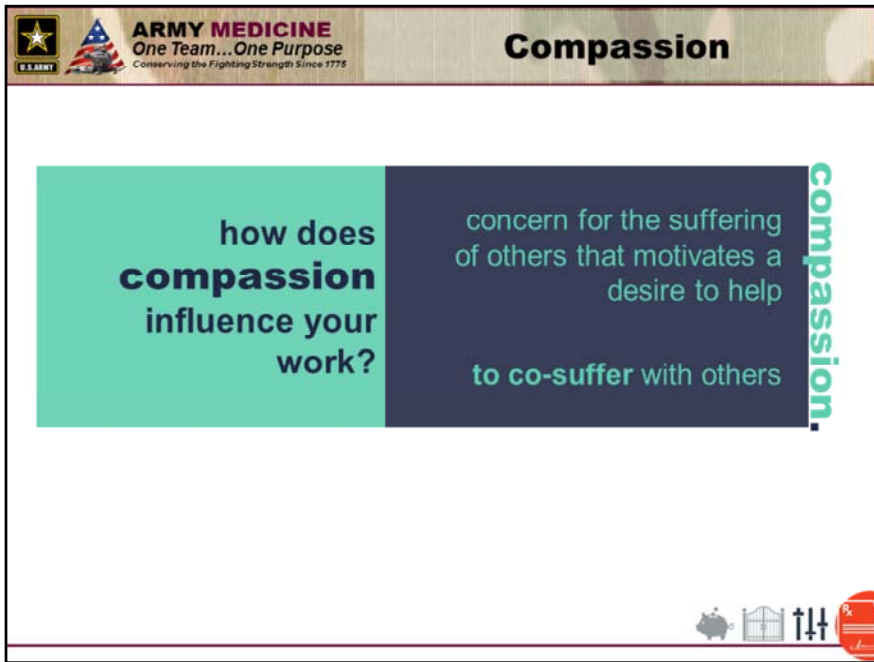
- Compassion regulation is critical to your long-term success and satisfaction as healthcare staff.
- Compassion regulation helps improve your performance and satisfaction with your work by reducing and preventing compassion fatigue and burnout.



Record your own notes here:

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**To define compassion and discuss its influence.**

*[NOTE: Slide builds.]*

**1. Define compassion.**

- *Compassion* is defined as a concern for the suffering of others that motivates a desire to help.
- The word compassion is derived from the Latin words "cum" and "passus" meaning "to co-suffer" or to suffer with someone.
- Sometimes our compassion might be directed at an individual patient, whereas other times it might be a more general motivation for making a difference in the world.

**2. Discuss how compassion influences healthcare. [?]**

*[NOTE: Click to advance.]*

- **[ASK]:** How does compassion influence the work that you're doing?

*[NOTE: Allow for responses.]*

- Compassion provides meaning for our work and is oftentimes greater than the patient in front of us.
- Compassion also allows an individual to co-suffer with the patient.

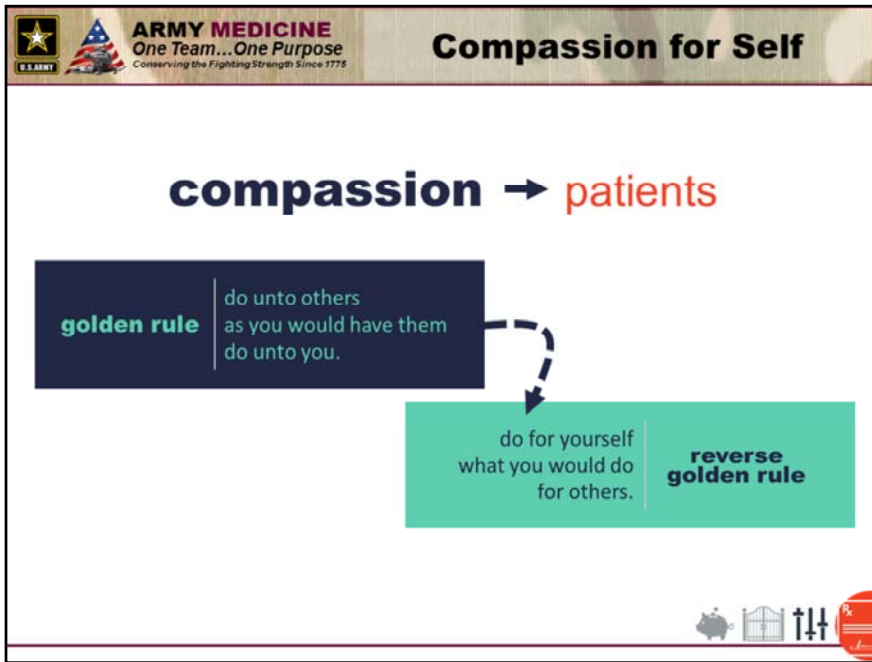
Record your own notes here:



- However, if we co-suffer to the full extent that our patients are suffering, our ability to assist them with their medical needs might be compromised.
- There is also the risk that if we don't regulate our compassion we can end up focusing solely on the needs of others to the exclusion of our own.



Record your own notes here:



**To discuss the importance of self-compassion.**

*[NOTE: Slide builds.]*

**1. Discuss the importance of self-compassion.**

- Therefore, when we think about compassion we need to also think about compassion for ourselves.
- People in the helping professions tend to have a lot of compassion for others, focusing solely on the needs of others while neglecting their own personal needs.
- But part of compassion regulation is remembering to also show yourself compassion.

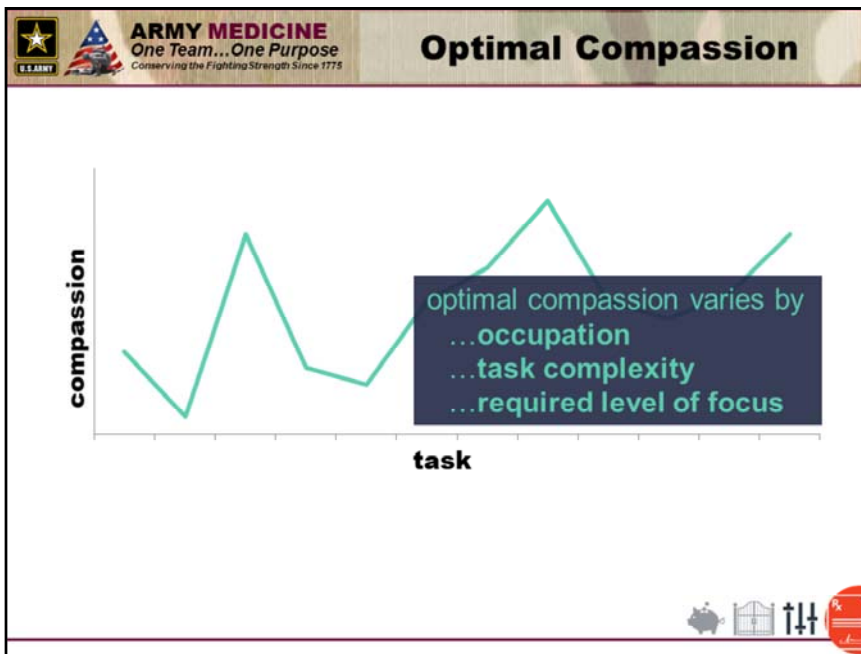
*[NOTE: Click to advance.]*

- This is like the "Golden Rule" in reverse—do for yourself what you would do for others.
- Like when you are flying on an airplane, and the flight attendant tells you to put the oxygen mask on yourself first before you assist others.



Record your own notes here:

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Record your own notes here:



**To emphasize that optimal compassion varies.**



*[NOTE: Slide builds.]*

**1. Explain that the optimal level of compassion varies.**

- So we need compassion for our patients and for ourselves. But how much compassion do we need to perform and function at our best?
- There is no set amount of compassion that is perfect for every person, in every occupation, at every time.
- The amount of compassion needed to perform at your best varies depending on your occupation, the complexity of the task at hand, and the level of focus needed in a given situation.
  - If you're performing a really difficult task, your focus may have to be more on the task than on the other individual.
- Maintaining an optimal balance of compassion requires flexibility.
- To maintain optimal performance and well-being, there may be times when we need to decrease our level of compassion, but there may also be times when we need to increase our compassion.
- So let's talk about some specific techniques we can use to achieve and maintain optimal compassion.




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## Regulating Compassion

managing attention	making meaning
use   in the moment	use   end of the day
techniques   W.I.N. mindfulness	techniques   perspective taking expressive writing social support hobbies





**To introduce techniques for regulating compassion.**

*[NOTE: Slide builds.]*

1. Introduce “managing attention” and “making meaning” techniques for compassion.

- Two groups of techniques that are useful for compassion regulation are “managing attention” and “making meaning.”
- There may be times when you’re flooded by compassion while working with a particular patient. At these times, you may need a technique to help pull you through so you can continue to provide effective care.

*[NOTE: Click to advance.]*

- *Managing attention* techniques are designed for these types of situations and will help you regulate compassion when you’re in the moment at work.
- There may be times when you’ve had a particularly challenging case that’s captured your attention and heart. During these times, you may need a technique to help you make meaning of what you’ve seen or experienced.

*[NOTE: Click to advance.]*




Record your own notes here:

- Making meaning techniques are designed for these types of situations and will help you regulate compassion after work, when you're still thinking about or bothered by what you've experienced during the day.



Record your own notes here:





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## Managing Attention

what's important now


use **cues** (actions or words) to focus on what you can **control**

**use when...**

- ☒ having difficulty focusing
- ☒ compassion too high
- ☒ need to prepare for important task

**W.I.N.**

W.I.N. stands for What's Important Now.





**To discuss the purpose of managing attention and W.I.N.**

*[NOTE: Slide builds.]*

**1. Discuss the purpose of techniques for managing attention.**

- Let's start by discussing managing attention techniques.
- These techniques help you focus on the task at hand and not become overwhelmed by compassion.
- So you can use these techniques when you are having difficulty focusing, when your compassion is too high, or when you need to prepare for an important procedure or task.

**2. Discuss W.I.N.**

*[NOTE: Click to advance.]*

- One way of controlling and focusing your attention is to focus on W.I.N., or "What's Important Now".
- W.I.N. is a way for you to remember to focus on the most important aspect of the task at hand.
  - For example, if you have to put an IV in a patient and you're moved by compassion for his pain, it might be tempting to focus on his pain rather than the task at hand (the IV).
  - However, by asking yourself "What's Important Now?" you might come to the realization that the best way to help is to successfully initiate the IV.



Record your own notes here:

**3. Explain the use of W.I.N. cues.**



- You can use cues to help you focus on key aspects of a situation.
- Cues can tell you what you want to do or how you want to be or act.
- Cues can be actions or movements, like certain rituals or routines that enable you to shift your focus from compassion to providing specific medical care or interventions.

**[NOTE:** *Click to advance.*]

- For example, if you're about to perform a surgical procedure, washing your hands before surgery may be your cue to let go of external distractions and to focus on the procedure that needs to be completed.
- Cues can also be a word or phrase you say to yourself to signal a shift in your attention or focus, such as "Focus."




Record your own notes here:

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## Managing Attention

	<b>use when...</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> having difficulty focusing</li><li><input checked="" type="checkbox"/> compassion too high</li><li><input checked="" type="checkbox"/> need to prepare for important task</li></ul>
<b>nonjudgmental awareness of present moment</b>  requires practice	<b>mindfulness</b>





**To discuss mindfulness.**

1.

**Explain that thought suppression is an ineffective technique for managing attention.**

- When we are having uncomfortable or unpleasant thoughts or memories, our tendency is to try to suppress it and not think about it.
- Unfortunately, this is an ineffective long-term solution. When people try to suppress something, it often comes back even stronger or becomes the basis for obsession.
- In the short run, stopping a thought may be an effective performance enhancement technique.
- But in the long-term, we may need to let our thoughts and feelings out so the power and extreme emotions associated with the thoughts are allowed to dissipate.

2.

**Discuss mindfulness.**

- Another technique for managing attention is mindfulness, which may be especially useful when other self-care techniques don't seem to be helping.

Record your own notes here:





- For example, mindfulness might be an effective technique for regulating your compassion when you see a child in the burn unit and are overcome with thoughts and emotions.
- Mindfulness is about being intentionally aware of the present moment and fully participating in the experience without judging it.
- If you allow yourself to think about it, the thoughts will typically dissipate and will not be as strong anymore.

### 3. Explain the importance of practicing mindfulness.

- As with any technique, mindfulness requires practice.
- Practicing mindfulness, especially when paired with deliberate breathing (taking slow and controlled, deep breaths from your abdomen), when you are not under stress makes it is easier to be mindful in intense, stressful situations.
- So mindfulness is a way of paying attention to, and seeing clearly, whatever is happening in our lives.
- It will not eliminate life's pressures, but it can help us respond to them in a calmer manner that will benefit us physically and emotionally.



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## Making Meaning

**use when...**

- ☒ having difficulty processing situation
- ☒ feel out of touch with feelings
- ☒ compassion too low

**make meaning by taking a different perspective**

**perspective taking**





**To discuss the purpose of making meaning and introduce taking new perspectives.**

*[NOTE: Slide builds.]*

**1. Discuss the purpose of techniques for making meaning.**

- Sometimes one of the best ways to reduce your stress and compassion fatigue is to look at the big picture and try to find meaning in what you're doing.
- "Making meaning" techniques help you step back and process a situation or get some emotional and mental space from the situation.
- So you can use these techniques:
  - When you are having a difficult time processing a specific situation that is distressing you,
  - When you feel out of touch with your own thoughts and feelings,
  - When you feel frustrated with life's challenges or being in the healthcare profession, or
  - When your level of compassion is too low or you simply do not have enough commitment to your work.



Record your own notes here:



**2. Discuss perspective taking.**

**[NOTE:** *Click to advance.*]

- One technique we can use to make meaning is “perspective taking.”
- It can be easy to get buried in our own thoughts and views, which can make it difficult for us to make meaning out of something.
- When this happens it can be helpful to try to take a different perspective of the situation.
- There are many different ways to do this.
- For example, you can take a situation that you are struggling with and try to view it from the perspective of an objective, non-interested third party.
- Or you can take the perspective of an individual who was in the situation with you. Put yourself in their shoes, and try to imagine what they would say or how they felt.
- Looking at a situation with more information can help broaden or expand our viewpoint, bringing meaning and perspective to situations that perhaps we did not previously understand.







Record your own notes here:

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## Making Meaning

	<b>use when...</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> having difficulty processing situation</li><li><input checked="" type="checkbox"/> feel out of touch with feelings</li><li><input checked="" type="checkbox"/> compassion too low</li></ul>
<p>journal your thoughts and feelings</p> <p>may include the perspective of an objective third person</p>	<b>expressive writing</b>





**To discuss expressive writing.**

**1. Discuss expressive writing.**



- Another technique to make meaning is through “expressive writing.”
- This is simply writing about whatever you want, without judging or censoring yourself, to help you process your experiences.
- Or if writing is simply not your thing, you can find other creative ways of expressing yourself, such as playing music, painting, or drawing.



Record your own notes here:

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## Making Meaning

**use when...**

- ☒ having difficulty processing situation
- ☒ feel out of touch with feelings
- ☒ compassion too low

**reach out to others** both inside and outside of your work network

**social support**





**To discuss social support.**


### 1. Discuss social support.

- A third technique for making meaning is social support.
- One of the most consistent findings in the psychology of burnout and work stress is that social support can protect individuals from the effects of stress and burnout.
- Social support is about using your support networks when you need them and making and maintaining meaningful connections with other people.
- This can be both at work and outside of work—both kinds of relationships can be beneficial for you.
- Sometimes people outside of work can give more objective opinions of situations, while people at work can empathize with a situation or experience in a way that no one else can.



Record your own notes here:

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## Making Meaning


separate thoughts about work

process feelings

use when...

- ☒ having difficulty processing situation
- ☒ feel out of touch with feelings
- ☒ compassion too low

hobbies





**To discuss hobbies.**

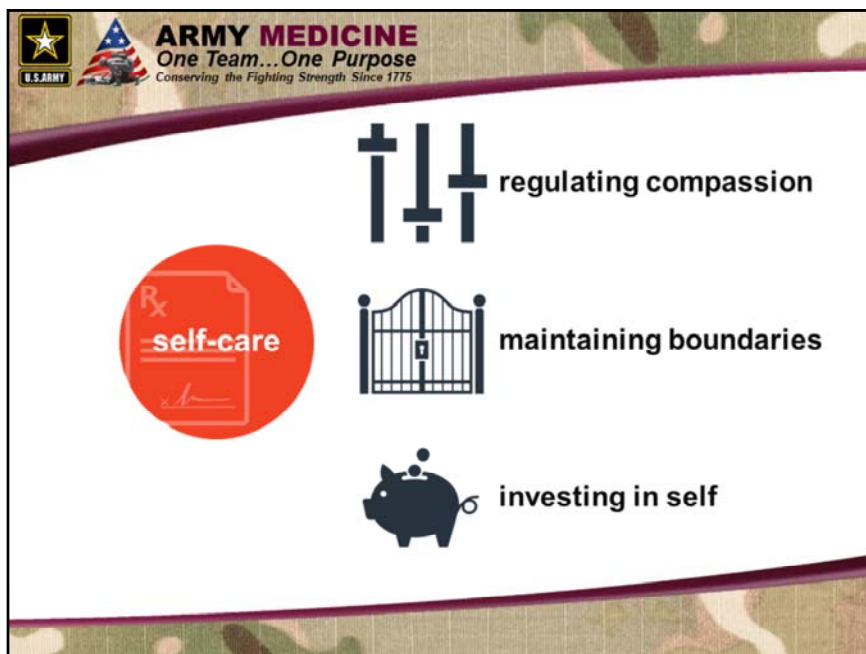
### 1. Discuss hobbies.

- One final technique for making meaning is hobbies.
- Hobbies can help us get space from a situation.
  - For example, have you ever known anyone who has read a book before going to bed?
  - That's a way of separating your thoughts from the events of the day.
- Other times, hobbies can help us process emotions.
  - For example, have you ever gone on a run and thought about something from work that has upset you? What happens?
  - Most people tend to run faster and feel better when they're done because physical activity provides a great emotional release.
- Ultimately, what matters is that you find techniques that work for you—that help you regulate your compassion so that you perform well at work, maintain fulfillment in your profession, and achieve optimal, comprehensive well-being in both your personal and professional life.



Record your own notes here:

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**To introduce the skill of maintaining boundaries.**

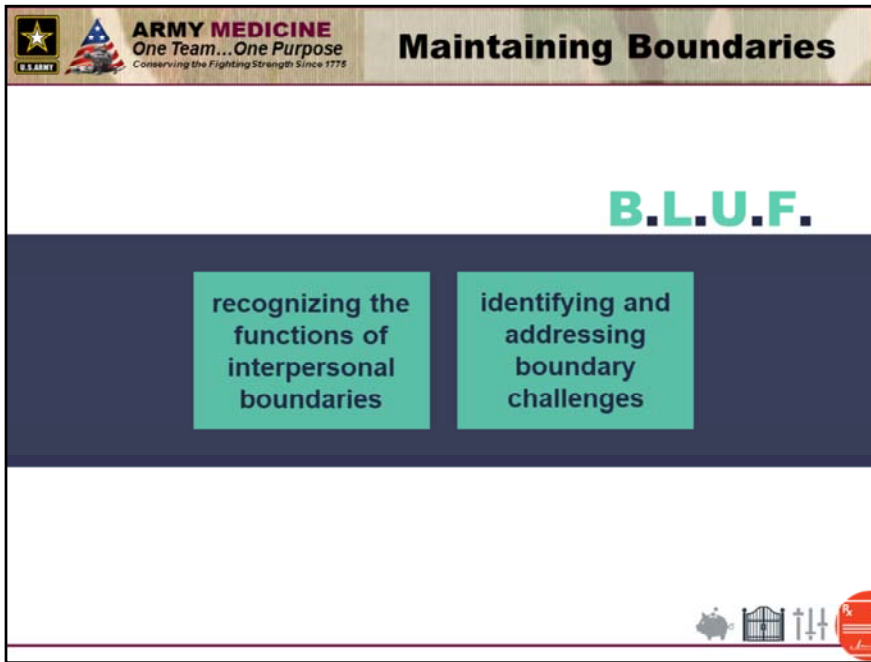
**1. Introduce the skill of maintaining boundaries.**

- Now let's talk about our second self-care skill: maintaining boundaries.



Record your own notes here:

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**To introduce maintaining boundaries.**

**1. Introduce maintaining boundaries.**

- B.L.U.F.: Maintaining boundaries involves recognizing different kinds of boundaries and their functions as well as identifying and addressing boundary challenges.

**2. Explain the benefits of maintaining boundaries.**



- Just like compassion regulation, maintaining boundaries is critical to long-term success and satisfaction as healthcare staff because it, too, helps reduce and prevent compassion fatigue and burnout.



Record your own notes here:

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**Boundaries**

**purpose?**  
create distinctions.  
provide protection.

something that indicates  
limits of an area  
  
a divider

**boundary.**





**To define and discuss boundaries.**

*[NOTE: Slide builds.]*

**1. Define boundaries.**

- Let's begin our discussion by defining what a boundary is.
- A boundary is something that indicates the limits of an area, like a divider or dividing line.

**2. Discuss the major functions of boundaries. [?]**

*[NOTE: Click to advance.]*

- **[ASK]:** What is the purpose of boundaries?
- **[ASK]:** What are their functions?

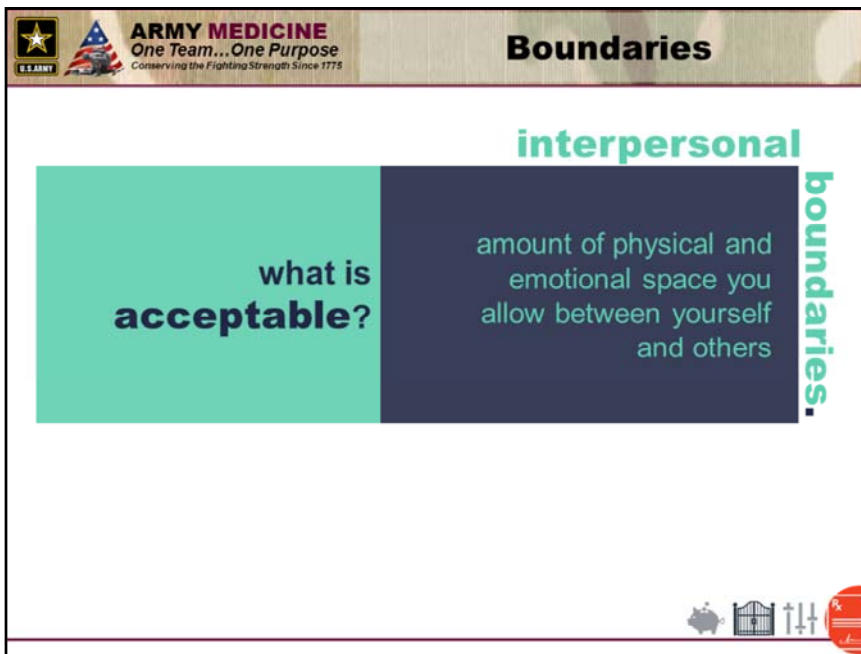
*[NOTE: Allow for discussion, then click to advance. When possible, integrate participants' responses into the following discussion.]*

- Boundaries have two major functions.
- First, they create distinctions or dividers.
- And second, they provide protection by keeping the good things in and the bad things out.



Record your own notes here:

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**To discuss interpersonal boundaries.**

*[NOTE: Slide builds.]*

**1. Describe characteristics of boundaries.**

- Some boundaries, like professional ethics, are permanent, whereas others may be flexible depending on the circumstances or situation.


*[NOTE: Click to advance.]*

- Personal boundaries are like “No Trespassing” signs that define where you end and others begin.
- They are determined by the amount of physical and emotional space you allow between yourself and others.
- When you establish an interpersonal boundary with someone, you are deciding what is allowed within the scope of that boundary.
- You can think of boundaries kind of like walls. If they are too low, people can walk over them and come in and out of your space at will. If they are too high, then you end up closing yourself off from others.
- So, ideally, we each should have a gate that allows us to control what comes in and what stays out, depending on our comfort level and the situation.



Record your own notes here:


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## Boundary Challenges

**what are signs of a boundary challenge?**

- extreme emotions
- crying; tearing up
- questioning decisions
- fatigue; feeling overwhelmed
- not able to switch roles
- can't turn off thoughts about patients or work
- doing things you don't normally do or shouldn't do





**To discuss boundary challenges.**

*[NOTE: Slide builds.]*

**1. Define boundary challenges. [?]**

- So now that we've defined boundaries, let's talk about boundary challenges.
- **[ASK]:** What is a boundary challenge?

*[NOTE: Allow for brief discussion. Responses may include:*

- *When someone is violating your boundaries*
- *When something is testing your limits.]*

**2. Use Video 3 (Hope Greeley – Boundaries) to discuss examples of boundary challenges in healthcare. [?]**

- Let's look at what a boundary challenge might look like in a healthcare setting.



**[PLAY VIDEO 3: "Hope Greeley – Boundaries" (01:39)]**

- **[ASK]:** What stood out for you in this video?

*[NOTE: Allow for discussion. If not mentioned, point out how it was essential for Nurse Hope to set a boundary in order to take care of herself.]*

Record your own notes here:



### 3. Discuss indicators of boundary challenges. [?]

**[NOTE:** Click to advance.]

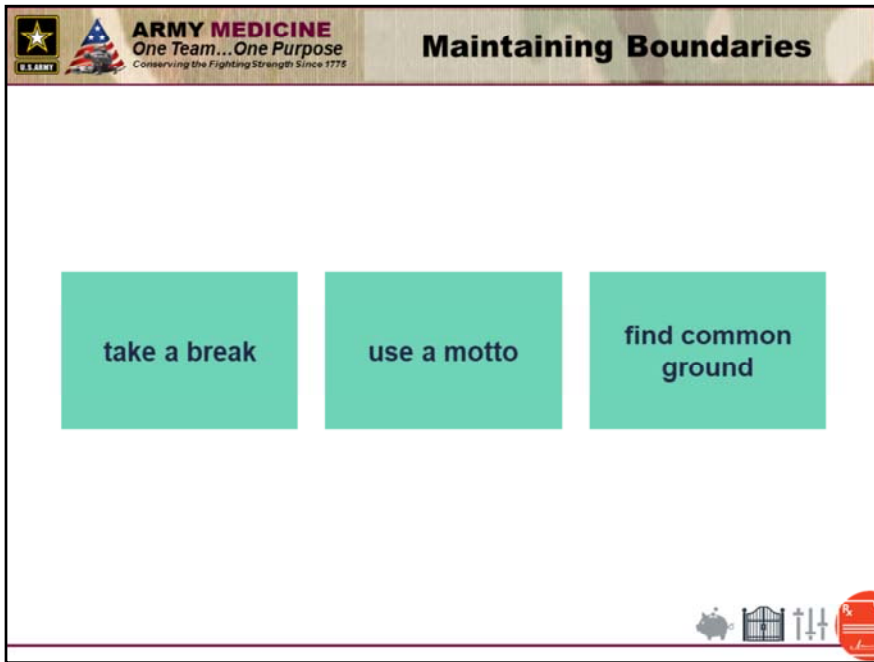
- **[ASK]:** So how do you identify when a boundary challenge is occurring?

**[NOTE:** Allow for discussion, then click to advance. When possible, integrate participants' responses into the following discussion.]

- Some signs that you might be experiencing a boundary challenge are things like:
  - Extreme emotions, such as anger
  - Tearing up
  - Questioning your decisions
  - Fatigue and/or feeling overwhelmed
  - Not being able to switch roles (spouse, parent, colleague)
  - Not being able to turn off thoughts about patients or work
  - Doing things you don't normally do or know you really shouldn't do
- When you experience these things, you may need to self-assess to determine if they are interfering with your functioning, either professionally or personally, or if they are fleeting emotions.



Record your own notes here:



**To introduce techniques for maintaining boundaries.**

**1. Introduce techniques for maintaining boundaries.**

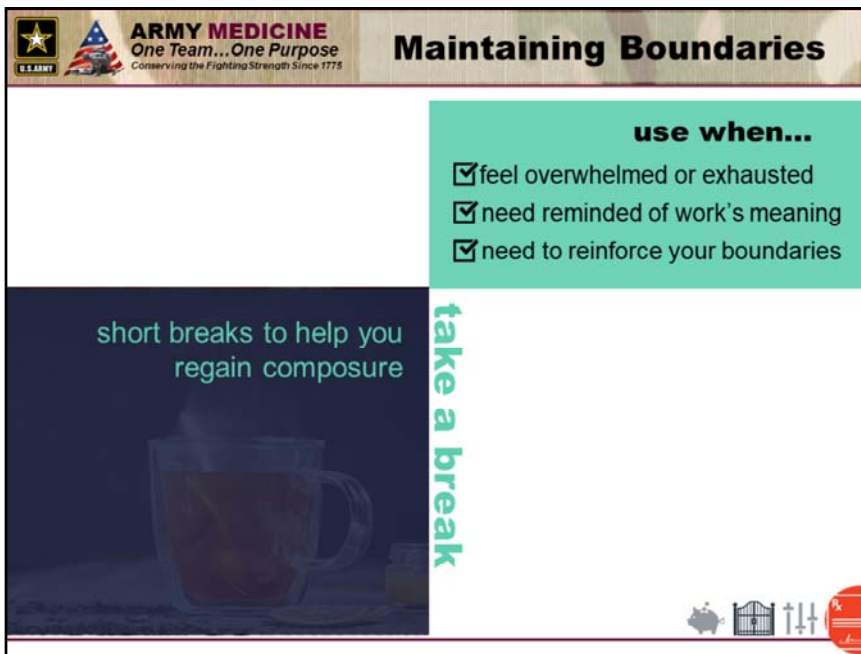
- Three techniques that specifically help you maintain boundaries and address boundary challenges are: taking a break, using a motto, and finding common ground.



Record your own notes here:

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To discuss taking breaks.

*[NOTE: Slide builds.]*

1. Discuss taking a break. [?]

- So let's talk about a few techniques you can use to help you deal with boundary challenges and maintain optimal well-being.
- Sometimes dealing with boundary challenges can leave you feeling exhausted or overwhelmed.

*[NOTE: Click to advance.]*


- In these cases, "taking a break" can help you refocus and regain your composure.
- Short breaks can help keep you going and keep you fueled until you can get a longer break.
- **[ASK]:** So what are some ways that you take a break?

*[NOTE: Allow for discussion. Record responses on a flipchart (if available). Use the following to support discussion, as needed:*


- *Doing deliberate breathing at your desk*
- *Getting some coffee, tea, or a cold bottle of water*
- *Walking to the window to see the trees or sunshine*
- *Grabbing a snack*
- *Going to the latrine.]*

Record your own notes here:

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## Maintaining Boundaries

	<b>use when...</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> feel overwhelmed or exhausted</li> <li><input checked="" type="checkbox"/> need reminded of work's meaning</li> <li><input checked="" type="checkbox"/> need to reinforce your boundaries</li> </ul>
<p>words/phrases to reinforce boundaries</p> <p>pair with an image</p> <p><b>use a motto</b></p>	



**To discuss mottos.**

### 1. Discuss using mottos. [?]

- Using a motto is a way to help you remember your boundaries and help you create distance when you need it.
- A motto is simply a word or phrase that you say to yourself when you need it.
- It can help you remember where you end and the other person begins.
- For example, when you feel a boundary being challenged or when you are facing a stressful situation you might say to yourself “*their issue.*”
- Your motto can also be enhanced by adding a visual image to go along with it.

**[NOTE: Click to advance.]**

- For example, if you want to remind yourself to back off a little bit, you could think of the Heisman trophy stance where you hold something close and protect it, while keeping everything else at bay.

**[NOTE: Click to advance.]**

- Or you could think of Violet or Vi, the daughter in *The Incredibles* movie, who can produce force fields to protect herself.

Record your own notes here:





- **[ASK]:** What are some other examples of mottos that you could use when facing boundary challenges?

**[NOTE:** *Allow for discussion.*]

- The key is to find a motto that is meaningful to you and to use your motto to help you maintain boundaries, to remind you why you do what you do, and to help you overcome stressful situations.




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## Maintaining Boundaries

	<p><b>use when...</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> feel overwhelmed or exhausted</li> <li><input checked="" type="checkbox"/> need reminded of work's meaning</li> <li><input checked="" type="checkbox"/> need to reinforce your boundaries</li> </ul>
<p>connect through shared experience of surroundings</p> <p>find common ground internally or together</p>	<p><b>common ground</b></p>





**To discuss finding common ground.**

1.

Discuss the need to break down unhealthy boundaries in order to find a common ground with patients.

- Having compassion for all patients all the time is exhausting.
- Sometimes you may become emotionally exhausted and end up feeling disconnected or not very compassionate towards a particular patient (this can be compassion fatigue, too).
- Or sometimes it can even be most patients or everyone around you.
- When this happens, finding common ground can be a tool you use to increase your compassion and break down some of the unhealthy boundaries you may have formed.

2.

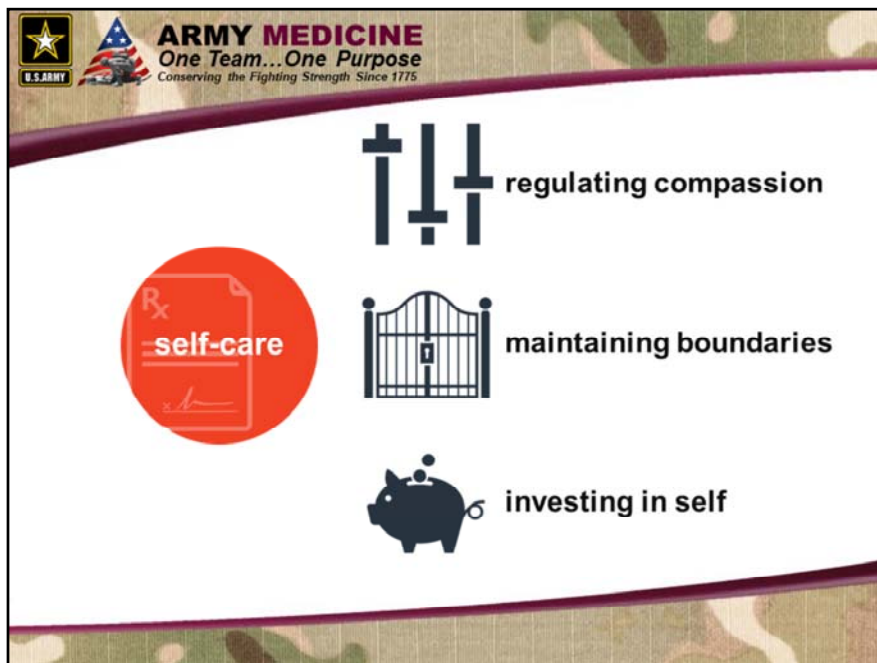
Discuss the technique of finding common ground.

- Finding common ground is just like how you've made friends and connections throughout your life: You simply look for something you share with the person you are trying to connect with.
- For example, if you are rushing through an intake interview and realize the patient has shut down, you might want to slow down and make the connection by talking about something you have in common: football, the weather, your surroundings.

Record your own notes here:



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To introduce the skill of investing in self.

1. Introduce the skill of investing in self.

- So this leads us to our third and final skill: investing in self.



Record your own notes here:

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**To introduce investment.**

**1. Define investment.**

- Investment involves examining how you take care of yourself when you're at your best, identifying what depletes your energy and what restores it, as well as recognizing what you can control.

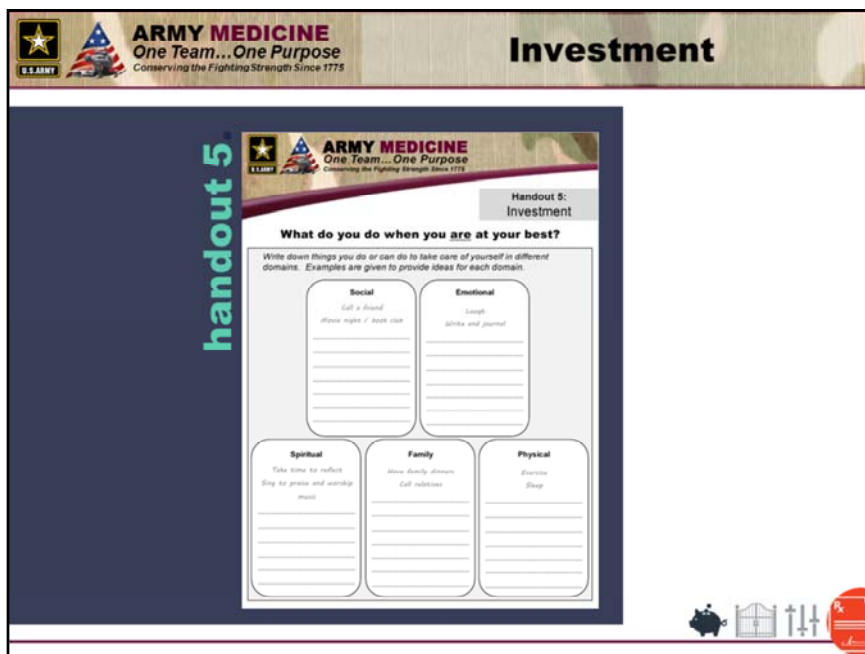
**2. Highlight the benefits of investment.**

- Investment helps prevent compassion fatigue and burnout and is essential for self-care and for long-term success and satisfaction as healthcare staff.



Record your own notes here:

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Record your own notes here:



**To identify activities for investing in yourself.**

### 1. Complete Handout 5.

- To begin our discussion on investment, let's think about specific actions or activities we can do to take care of ourselves.
- Look back at Handout 4—where you identified indicators that you are at your best.



**[TURN TO HANDOUT: Handout 5: Investment]**

- Now turn to Handout 5, “Investment.”
- Thinking about the indicators you listed on Handout 4, try to identify specific things you can do to take care of yourself or “invest in yourself” in each domain.
- To help get you started, there are some examples listed on the handout. For example, being at your best socially might mean you need to go out or do some kind of activity with friends once a week.
- Try to come up with multiple ideas—both big and small—for each domain, and be creative!
- Take 5 minutes to complete this handout.

**[NOTE: Assist participants as necessary. After 5 minutes, debrief the handout by working through each category.]**



**2. Facilitate a discussion about the handout. [?]**

- So let's talk about some of the investment activities you came up with.
- As you listen to your colleagues' responses, write down any activities or behaviors they share that you might not have thought of but might be good investment activities for you as well.
- **[ASK]:** What are some examples of investment activities for the social domain?

*[NOTE: Allow for responses from 1-2 volunteers.]*

- **[ASK]:** What are some examples of investment activities for the emotional domain?

*[NOTE: Allow for responses from 1-2 volunteers.]*

- **[ASK]:** What are some examples of investment activities for the spiritual domain?

*[NOTE: Allow for responses from 1-2 volunteers.]*

- **[ASK]:** What are some examples of investment activities for the family domain?

*[NOTE: Allow for responses from 1-2 volunteers.]*

- **[ASK]:** What are some examples of investment activities for the physical domain?

*[NOTE: Allow for responses from 1-2 volunteers.]*



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## Handout 5: Investment

### What do you do when you are at your best?

Write down things you do or can do to take care of yourself in different domains. Examples are given to provide ideas for each domain.

#### Social

*Call a friend*  
*Movie night / book club*

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#### Emotional

*Laugh*  
*Write and journal*

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#### Spiritual

*Take time to reflect*  
*Read devotional material*

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#### Family

*Have family dinners*

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#### Physical

*Exercise*  
*Sleep*

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Sample

## Handout 5: Investment

### What do you do when you are at your best?

Write down things you do or can do to take care of yourself in different domains. Examples are given to provide ideas for each domain.

#### Social

*Call a friend*  
*Movie night / book club*  
*Have friends over for*  
*dinner*

*Write letters to friends*  
*and relatives*

#### Emotional

*Laugh*  
*Write and journal*  
*Find time alone*

*Listen to music*

*Take breaks*

*Enjoy a long drive*

#### Spiritual

*Take time to reflect*  
*Lead devotional materials*  
*Meditate daily*

*Forgive others*

*Be grateful for what I*  
*have*

#### Family

*Have family dinners*

*Have a weekly date*  
*night*

*Talk to my mom*

*Keep in contact with*  
*extended relatives*

#### Physical

*Exercise*  
*Sleep*

*Eat balanced meals*

*Have downtime to relax*



## Self-Care Myths

**what are myths  
that keep people  
from taking care of  
themselves?**

- it's too expensive.
- it's selfish.
- I don't have the time.
- it's a sign of weakness.

“those who do not find time for bodily exercise, sooner or later will have to find time for illness.”

Edward Smith-Stanley



Record your own notes here:



**To discuss common myths about self-care.**

*[NOTE: Slide builds.]*

### 1. Discuss self-care myths. [?]

- Sometimes there are things we tell ourselves that keep us from engaging in self-care or investing in ourselves. We call these self-care myths.
- **[ASK]:** What are some of the myths that keep people from taking care of themselves?

*[NOTE: Allow for responses. Responses may include: “I don’t have time” or “It’s too expensive”.]*

### 2. Discuss arguments against the “it’s expensive” myth.

- So let’s talk about how we can challenge some of those self-care myths.

*[NOTE: Click to advance.]*

- Sometimes we think that self-care is just too expensive, and sometimes this can be true.
- For example, if you love skiing but don’t live near the mountains, it can be rather expensive to buy a plane ticket and hotel room and rent ski equipment.
- Thus, your challenge is to think about a variety of things you can do to take care of yourself.
- Although you might not be able to go skiing regularly, you can meet that need in another way, such as getting a subscription to a skiing magazine.



## 3. Discuss arguments against the “it’s selfish” myth.

**[NOTE:** Click to advance.]

- Another common myth is that self-care is selfish. Sometimes we think we’re being selfish by wanting to take time out of our day to do an activity we enjoy.
- Your challenge is to think of self-care, not as selfish, but as essential.
- By taking time to care for yourself, you’re making an important investment in yourself, and when you’re feeling well and functioning at your best, you’re also in a better place to take care of others, including your family and your patients.

## 4. Discuss arguments against the “I don’t have time” myth.

**[NOTE:** Click to advance.]

- We might also think that we just don’t have time.
- Your challenge is to think that you don’t have time *not* to take care of yourself.

**[NOTE:** Click to advance.]

- A quote by Edward Stanley, 15<sup>th</sup> Earl of Derby, explains it well, “*Those who do not find time for bodily exercise will have to find time for illness.*”
- Taking care of yourself gives you the energy and strength for your work over the long haul.

## 5. Discuss arguments against the “it’s weak” myth.

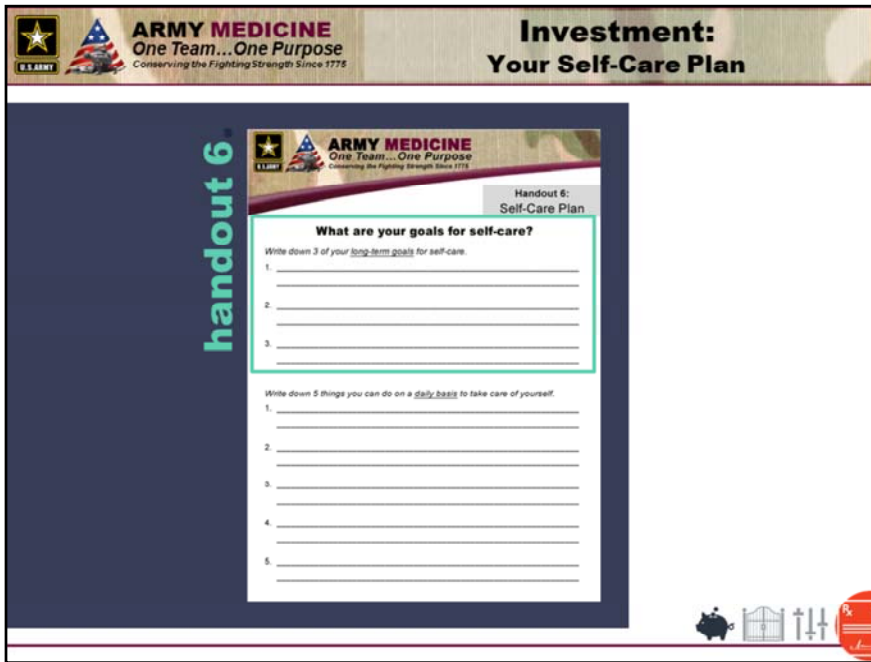
**[NOTE:** Click to advance.]

- We also know that some individuals may perceive taking a break as a sign of weakness.
- Although you might be able to push through in the short-term, in the long run you will need to refuel.
- Think about a marathon runner—although he may continue to run the course, he needs water and carbs to refuel during the race.
- The runner listens to the needs of his body and takes action when action is needed.
- To say he doesn’t need water or carbs during the race would simply be prideful and would likely put his life in danger—the body has to replace energy.
- So there are myths we believe that can keep us from self-care, and we need to challenge these myths by understanding the benefits of self-care.

Record your own notes here:







To identify long-term goals for self-care.

### 1. Complete Part A of **Handout 6**.

- Now that we understand the importance of challenging those self-care myths, we can start thinking about how to plan for our self-care.
- Let's start by thinking about our long-term self-care goals.
- When we talk about long-term self-care, we are talking about those things that are six months to a year out, such as planning a vacation a year from now.
- It might also refer to those areas of our lives that we'd like to improve but will take some time, such as building up our social relationships—we don't make friends overnight.



**[TURN TO HANDOUT: Handout 6: Long- and Short-Term Self-Care Planning]**

- Turn to Handout 6, "Self-Care Plan."
- At the top of the page, identify 3 of your long-term self-care goals or strategies: In the next 6 to 12 months, what are three things you would like to achieve related to your self-care?
- Take 3 minutes to complete your long-term goals.

**[NOTE: Allow 3 minutes for completion of handout. Assist participants as necessary.]**

Record your own notes here:



**2. Facilitate a discussion about the activity. [?]**

- **[ASK]:** Would anyone like to share some of your long-term self-care goals or strategies?

**[NOTE:** Ask for 1-2 volunteers to share.]



Record your own notes here:



## What are your goals for self-care?

Write down 3 of your long-term goals for self-care.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Write down 5 things you can do on a daily basis to take care of yourself.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_



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Sample

## Handout 6: Self-Care Plan

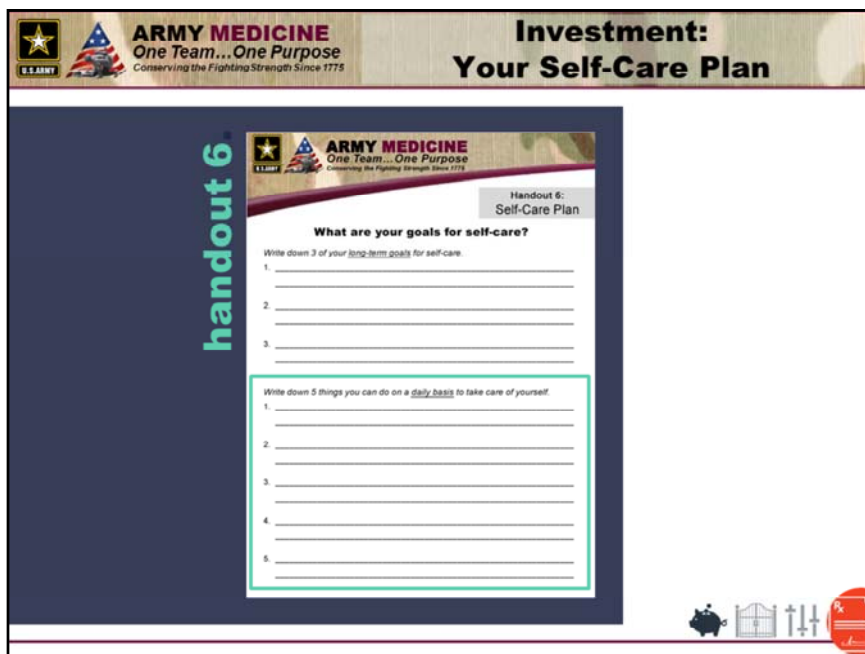
### What are your goals for self-care?

Write down 3 of your long-term goals for self-care.

1. Take a yearly vacation
2. Train for a half-marathon in 9 months
3. Invest in relationships by writing bi-monthly emails to Mike and Aunt Kathy

Write down 5 things you can do on a daily basis to take care of yourself.

1. Set aside time to read for 15 minutes before bedtime
2. Text my husband something loving once a day to invest in our relationship
3. Take a mid-morning break at work and walk around the building
4. Go out for lunch so that I'm not eating at my desk
5. Eat breakfast so I don't go into work on an empty stomach



**To discuss the importance of short-term self-care and identify short-term self-care goals.**

### 1. Discuss the importance of short-term self-care.

- As work becomes more hectic, we tend to think “If I can just hold on for 3 more months, I’ll be on my cruise.”
- So we tend to ignore daily self-care because we “just need to hold on a little longer,” and continue to count down the months, weeks, and days until our vacation.
- However, as the time continues to pass, we become more and more depleted.
- Then, when we finally make it to our vacation, instead of going out and doing activities and enjoying the experience, we’re laid out on a couch or bed, flipping through the channels on a television screen.
- How much of a vacation is that really?
- Not much! And many of us come back from vacation still exhausted.
- So it’s important for us to refresh ourselves on a consistent short-term basis. We can’t just wait until our vacation to practice self-care.



Record your own notes here:

**2. Complete Part B of Handout 6.**

**[TURN TO HANDOUT: Handout 6: Self-Care Plan]**

- On the bottom of Handout 6, list some of your short-term goal and strategies.
- Write down 5 things you can do on a daily basis to take care of yourself.
- Take about 3 minutes to complete the handout.
- **[NOTE: Allow 3-5 minutes for completion of handout. Assist participants as necessary.]**

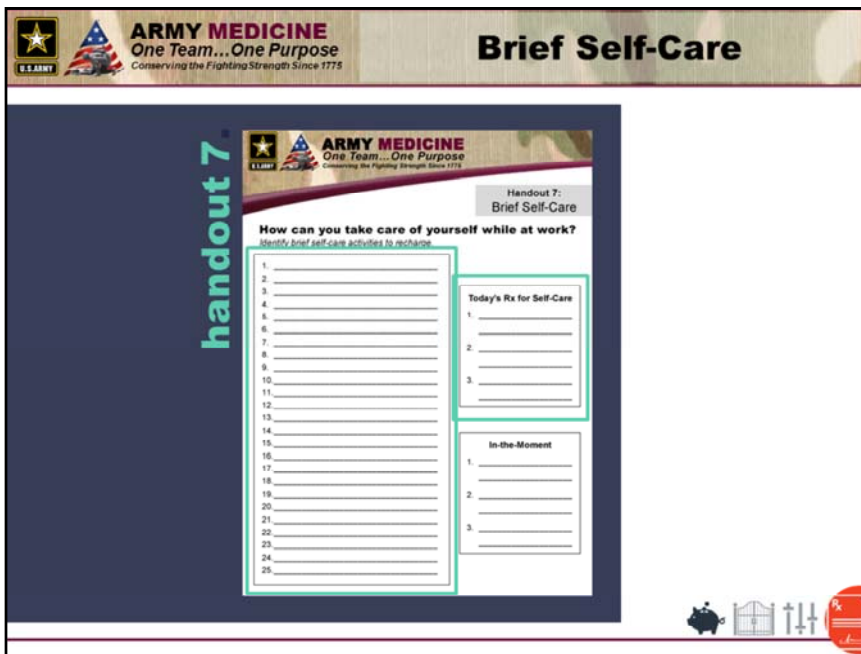
**3. Facilitate a discussion about the activity. [?]**

- **[ASK]:** Would anyone like to share some of your short-term self-care goals or strategies?
- As you listen to your colleagues' responses, write down any activities or behaviors they share that you might not have thought of but might be good investment activities for you as well.

**[NOTE: Ask for 1-2 volunteers to share.]**



Record your own notes here:



**To discuss the need for and identify brief self-care activities.**

*[NOTE: Slide builds.]*

# 1. Discuss the need for brief self-care plans.

- Take a look at your list of short-term self-care goals.
- Are most of your goals and activities things you do outside of work?
- Unfortunately, we have a tendency to put our self-care off until the end of the day or until the weekend; however, we need to be doing things on a consistent and daily basis to take care of ourselves.
- So it's important for us to think about things we can do while we're at work to take care of ourselves.
- For example, we can grab a cup of coffee or do some deliberate breathing in between meetings.
- Simple, self-care behaviors that we can do in three to five minutes help keep us refueled and sustain energy for our work while we're doing it.



Record your own notes here:

## 2. Complete Parts A and B of **Handout 7**. [?]



**[TURN TO HANDOUT: Handout 7 Brief Self-Care]**

- Turn to Handout 7, “Brief Self-Care.”

**[NOTE: Click to advance.]**

- For the first part of this handout, you will work with a partner to come up with as many brief self-care activities as you can in two minutes.
- To do this exercise, you will write down one thing and then pass your paper to your partner. Your partner will write one thing down and then pass it back to you.
- You’ll keep going until I tell you to stop.
- Remember that brief self-care activities are simple things you can do to take care of yourself at work and shouldn’t take more than five minutes to do.
- **[ASK]:** Are there any questions?

**[NOTE: Answer any questions that arise.]**

- Now begin!

**[NOTE: Assist participants as necessary. At the end of 2 minutes, say “Stop.”]**

- **[ASK]:** How many activities did you come up with?

**[NOTE: Identify the two groups with the most responses and have them read their responses out loud.]**

- What are three activities you can do at work to take better care of yourself?

**[NOTE: Click to advance.]**

- Take a couple of minutes to write yourself an “Rx for Self-Care” for the day.

**[NOTE: Allow 1-2 minutes for completion of activity.]**



Record your own notes here:





## How can you take care of yourself while at work?

*Identify brief self-care activities to recharge.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_

### Top Rx for Self-Care

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### In-the-Moment

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



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Sample

## Handout 7: Brief Self-Care

### How can you take care of yourself while at work?

Identify brief self-care activities to recharge.

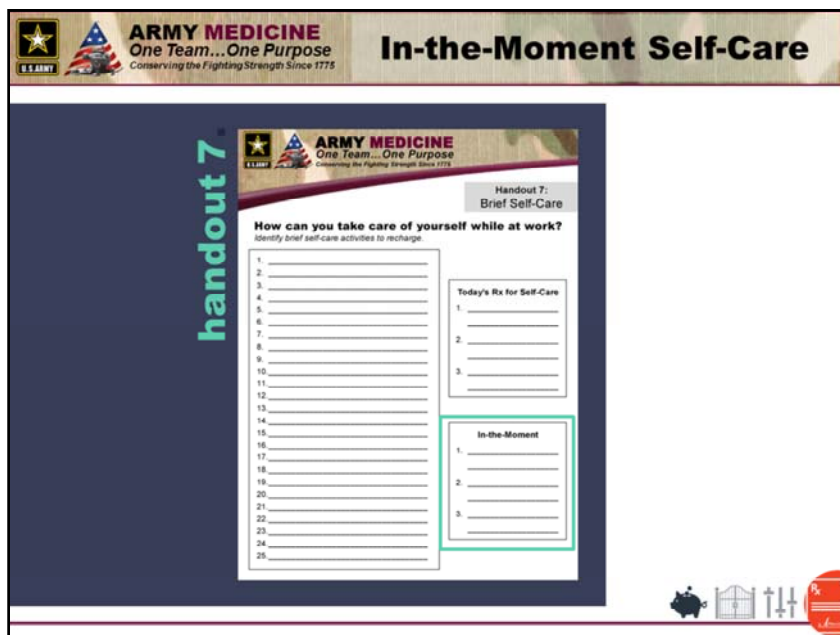
1. Stretch
2. Watch YouTube videos
3. Deep breathing
4. Pushups
5. Go to window and look at sun
6. Walk around building
7. Talk to a friend
8. Read a book
9. Tell a joke
10. Listen to humor
11. Whistle
12. Close my eyes
13. Nap
14. Sing a song
15. Cup of coffee
16. Hand lotion
17. Lock myself in the bathroom
18. Eat a snack
19. Play a game of Sudoku
20. Meditate
21. Call my spouse
22. Dance
23. Send a text to a friend
24. Straighten my desk
25. Check personal email

#### Top Rx for Self-Care

1. Cup of coffee
2. Call my spouse
3. Walk around the building

#### In-the-Moment

1. Deep breathing
2. Take a step back
3. Say my motto



Record your own notes here:



**To discuss the need for and identify in-the-moment self-care activities.**

### 1. Discuss the need for in-the-moment self-care plans. [?]

- So now we have long-term, short-term, and brief (3 to 5 minute) self-care plans that can help us recharge.
- But what about those times when we don't have five minutes or can't walk away from the situation?
- Like when you're faced with an angry patient or colleague, and you need to keep your cool.
- What can you do in those times?
- If possible, take a step back. This can help you to feel more in control, especially when you're in an intense situation.
- It's important in those moments to mentally pause and take a deep breath. If possible, focus your attention on your breathing. You may also find it helpful to concentrate on the various aspects of things around you—perhaps the temperature in the room or even the sounds you're hearing.
- Your breathing can also become a mindfulness activity that can help to re-center you and provide a momentary break from the intensity of the situation.



- If you can't concentrate your attention on anything else in the room, simply work on slowing your breathing down since it can tend to speed up when we're stressed.
- The great thing about practicing these techniques is that no one else really has to know that you're doing them, and they can help when you're in high stress situations.
- **[ASK]:** What other techniques can people use in the moment to practice self-care when facing difficult moments at work?"

**[NOTE:** Allow for discussion.]

## 2. Complete Part C of **Handout 7**.



**[TURN TO HANDOUT:** Handout 7: Brief Self-Care Activities]

- On Handout 7, write down the top 3 techniques that you can use in the moment at work.
- Take 2 minutes to complete the handout.
- **[NOTE:** Allow 2 minutes for completion of handout. Assist participants as necessary.]

## 3. Facilitate a discussion about the activity. **[?]**


- **[ASK]:** Would anyone like to share your in-the-moment techniques?

**[NOTE:** Ask for 1-2 volunteers to share.]

- To summarize, what we have basically done here is put together a comprehensive plan for your self-care. Over time you may need to expand it or adjust it according to your needs.




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**When to Seek  
Additional Help**

**signs that I  
should seek  
help?**

- behaviors that impair performance or jeopardize training or mission
- reckless or dangerous behaviors
- significant distress
- withdrawal from friends/family
- threatening statements
- talking/joking about not wanting to be alive
- significant relationship problems
- drinking too much alcohol
- abusing substances
- persistent problems with sleep
- rage



**To describe signs that you may need to seek additional help for self and/or others.**

1.

**Describe signs that may indicate you need to seek additional help for yourself or others.**

- We've been spending time discussing the importance of self-care; however, you may find that there may be times when self-care is not enough.
- Some signs that you may need to seek additional help for yourself or others include the following:
  - Behaviors that impair performance
  - Behaviors that jeopardize training or mission
  - Reckless or dangerous behaviors
  - Significant distress
  - Withdrawal from friends or Family
  - Threatening statements
  - Talking or joking about not wanting to be alive
  - Significant relationship problems
  - Drinking too much alcohol
  - Abusing substances
  - Persistent problems with sleep
  - Rage

Record your own notes here:



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## Additional Resources

**what are some resources for more information and support?**

- supervision and/or consultation
- Battle Buddy
- professional Continuing Education hours that address these issues
- mentor
- professional counseling and therapy
- self-help literature
- career counseling
- military OneSource
- chaplain or spiritual direction
- employee assistance program (EAP)



**To describe resources for when additional help is needed.**

1.

**Describe additional options when you need to seek additional help for yourself or others.**

- When that happens additional options might include:
  - Seeking out supervision and/or consultation
  - Maintaining a Battle Buddy or reaching out to friends or Family
  - Professional continuing education hours that address these issues
  - Finding a mentor
  - Professional counseling and therapy
  - Self-help literature
  - Career counseling
  - Military OneSource
  - Chaplain or spiritual direction
  - Employee Assistance Program (EAP)



Record your own notes here:

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**To thank the participants and to solicit questions about the training module.**

**1. Check on learning. [?]**

- **[ASK]:** Does anyone have any questions about self-care or anything else we've discussed today?

**[NOTE:** Allow for and answer any questions that arise, correcting any potential misunderstandings that surface.]

- **[ASK]:** What are you taking away from today's training?

**[NOTE:** Allow for discussion, correcting any potential misunderstandings that surface.]

- Thank you for your time and attention. Thank you for your service.



Record your own notes here:

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