

Self-care in Your Workplace Questionnaire

© 2016 Dr. Patricia Fisher, R.Psych., L.Psych.

Date of completion:

Instructions:

1. Please rate each of the items, on the 0-3 scale, in terms of how often you use them in your workplace. Look at what you **actually do**, rather than what you think you **should do**.
2. Please total the scores for each of the subscales for the summary graphs at the end of the chapter.

	How Often			
	Never	Rarely	Fairly Often	Usually
	0	1	2	3
1. Physical Self-Care				
Take regular lunch and coffee breaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Eat a healthy lunch and snacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drink 4-8 cups of water during the workday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limit caffeinated beverages to 3 cups/day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make opportunities to stretch and be active during the workday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

2. Cognitive Self-care

Give yourself a mental map about what you are going to do that day - set goals, tick them off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allow yourself to feel interested in what you are doing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engage in activities which increase your professional knowledge base & sense of competency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Share your knowledge with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiate new projects or procedures, consider ways you could improve the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

3. Psychological/Emotional Self-Care

Check in with your emotional state through the day and identify distressing feelings. Recognize what is causing the feelings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stop to recognize & appreciate when you have done something you could feel good about	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recall the positive reasons why you are doing this work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify projects/tasks that you find interesting and rewarding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognize the emotional states of those you are interacting with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

RESILIENCE, BALANCE AND MEANING

	How Often			
	Never	Rarely	Fairly Often	Usually
	0	1	2	3
1. Behavioral Self-Care				
Create quiet time to complete tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set limits with those you work with (e.g., patients/clients/inmates, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set limits with co-workers and supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balance your daily tasks so that you are not overwhelmed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep your workspace comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

2. Interpersonal Self-Care

Take daily time to chat and be social with co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make use of a peer support group to debrief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep communications open with supervisor and team members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Get specialized consultation when you need it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in workplace social occasions (e.g., gatherings, luncheons, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Score

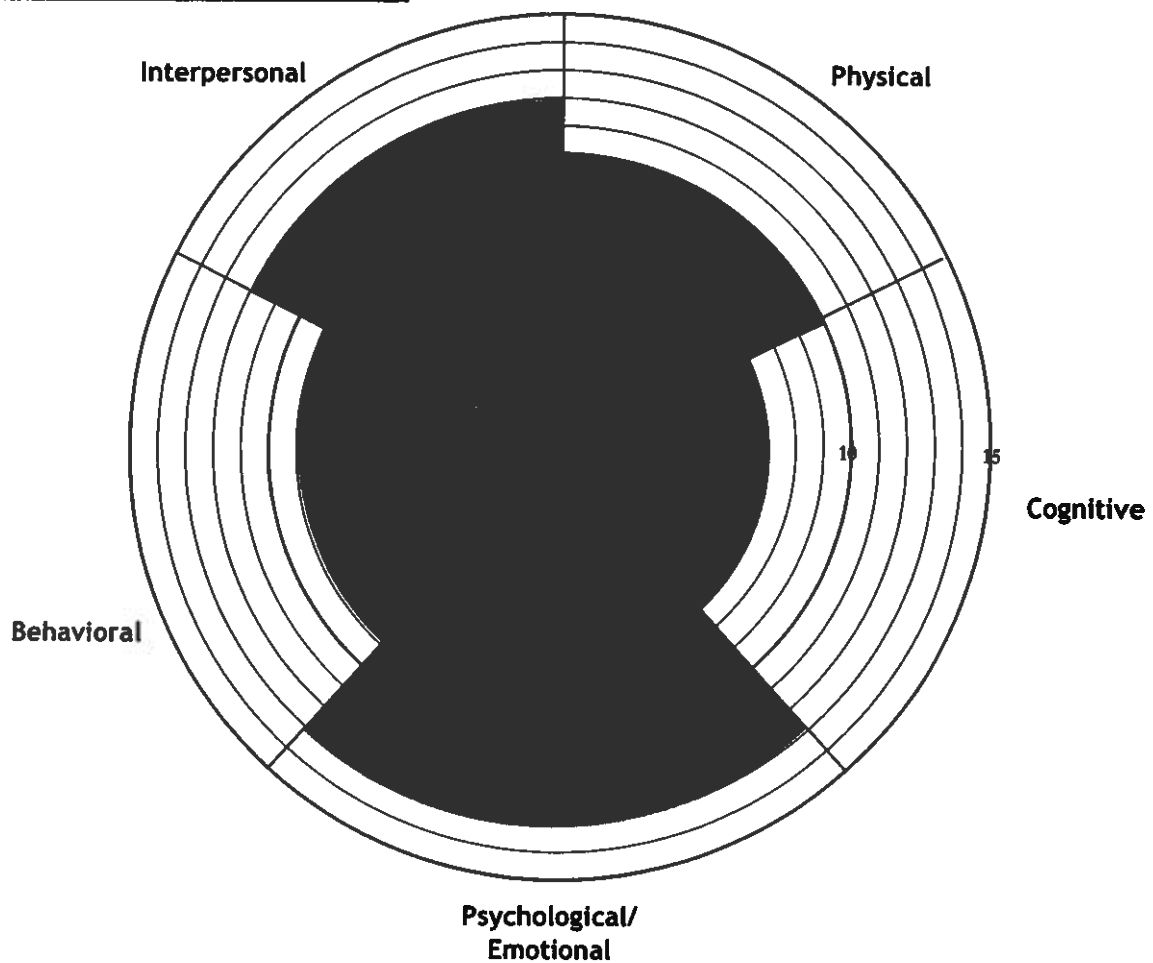
Self-Care in Your Personal Life Graphs

Instructions:

Please take this opportunity to fill in the summary wheel graphs and allow yourself to reflect on what they may be telling you. Please complete each graph as in the example below.

1. Enter your individual factor scores in the appropriate sector of graph.
2. Fill in the pie graph to the indicated score level (colored pens are helpful).

Example	Your score
Physical	10
Cognitive	7
Psychological/Emotional	13
Behavioral	9
Interpersonal	12

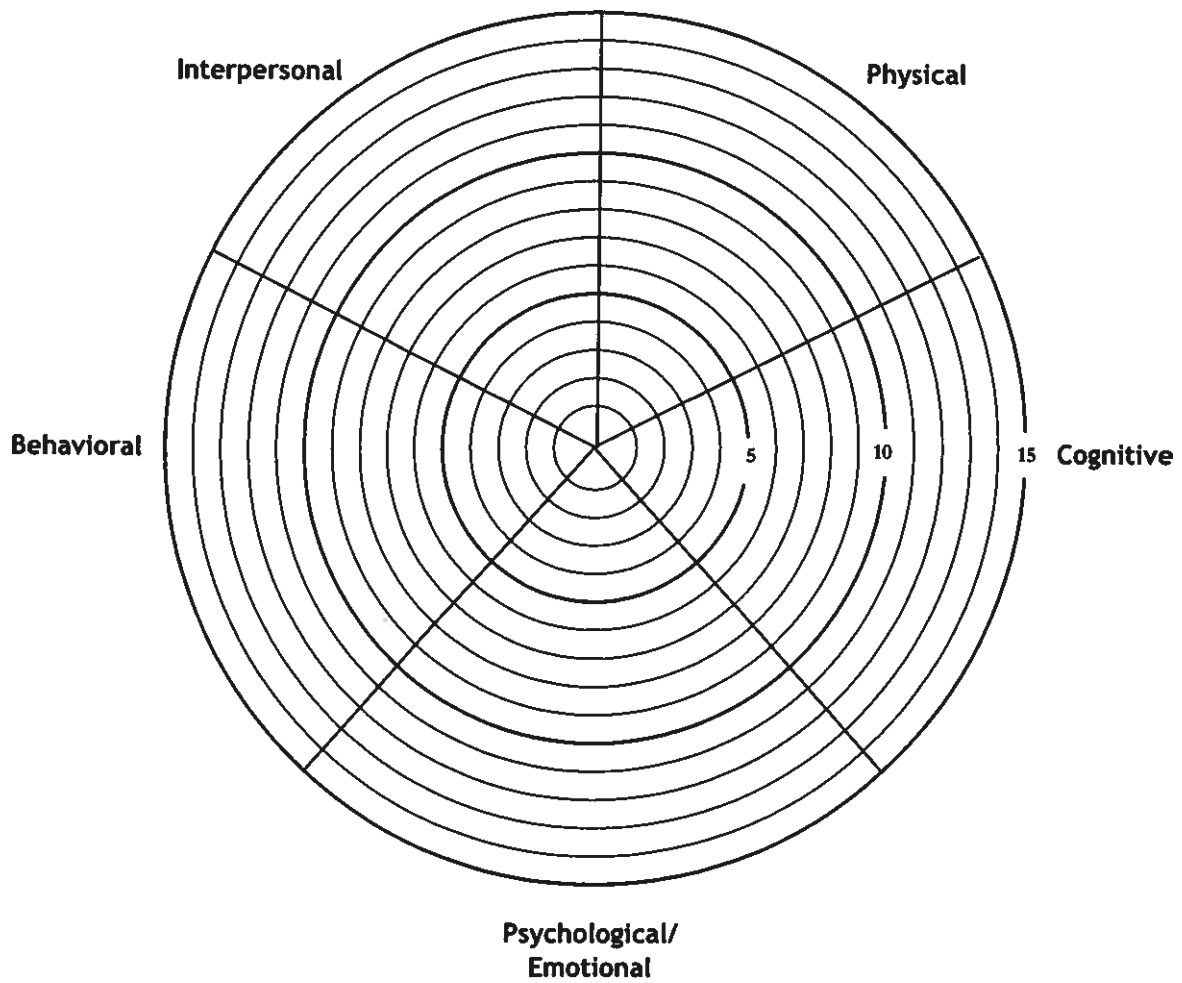


Self-Care in Your Workplace Graph

Date of completion:

	Your score
Physical	
Cognitive	
Psychological/Emotional	
Behavioral	
Interpersonal	

Please print out this page and color in the graph by hand as shown on page 81



CHECKLIST

SELF-CARE BRAINSTORMING

In this activity you are going to come up with ideas about things that could become part of your self-care. This list doesn't need to be polished and formal, a more loose and open-minded brainstorming approach is what we're aiming for. Try to come up with ideas that stimulate all five of your senses: seeing, hearing, touching, tasting and smelling. Look at the various realms of your life: physical, emotional, social and spiritual. We'll list some ideas to help you get started. Check the ones that might work for you.

Physical

- Healthy eating
- Good sleep (7-8 hours nightly would be great)
- Physical activity and exercise
- Invigorating and stimulating activities
- Monitor alcohol, nicotine, and caffeine use
- Massage
- Yoga
- Regular health care
- Stay home when you're sick!
- Take some breaks from technology...unplug
- Get some physical activity during your workday: go outside, walk around, stretch
- Drink plenty of fluids

(Add as many others as you want)

-
-
-
-
-

Emotional

- Read
- Recognize that you can't do everything
- Set limits and enforce them
- Get counseling as needed
- Listen to music
- Learn something new
- Journal or write
- Laugh more
- Seek humor and fun
- Get outside
- Unplug
- Adjust your standards
- Do something creative or expressive
- Communicate clearly
- Ask for what you need

- _____ Monitor your self-talk
- _____ Practice mindfulness
- _____ Take time away from the suffering and trauma of others
- _____ Develop your sense of curiosity
- _____ Internalize the rewards of helping people
- _____ Have empathy for yourself, be as gentle with yourself as you urge others to be with themselves
- _____ Regularly assess and track how you are doing with your own self-care
- _____ Practice laughing at your own mistakes and don't always take yourself too seriously

(Add as many others as you want)

Work

- _____ Seek variety in your work roles
- _____ Develop a support team of others in your field
- _____ Keep a balanced view of yourself: You are neither the best nor the worst at what you do
- _____ Save thank-you notes you receive
- _____ Limit your exposure to trauma
- _____ Adhere to solid professional and practice boundaries
- _____ Remember that not everyone you help will get better
- _____ Monitor cognitive distortions
- _____ Look around your office, does it create the atmosphere you seek?
- _____ Learn to delegate effectively
- _____ Refine and expand your professional skills
- _____ Learn something new or a new way of doing your work

(Add as many others as you want)

Social

- _____ Connect with people
- _____ Enjoy children and young people
- _____ Play with your pets
- _____ Ask for help and accept it
- _____ Take a class for fun
- _____ Volunteer (carefully!)
- _____ Choose who you spend time with
- _____ Support groups, 12-step programs
- _____ Ask people close to you to help you stick with your self-care plan

(Add as many others as you want)

Spiritual

- _____ Pray or meditate
- _____ Read spiritual material
- _____ Work on forgiveness
- _____ Worship with others
- _____ Develop a sense of gratitude
- _____ Seek spiritual counsel
- _____ Practice restorative solitude as needed
- _____ Pursue the work that you feel called to do
- _____ Allow yourself to be enriched by the strength you see in others, even (especially) during their trials

(Add as many others as you can)

WORKSHEET

SELF-CARE PLAN

List things that you enjoy, that relax you, invigorate you or that bring you pleasure. Be as creative as possible and list as many things as you can think of.

For one week, try to do at least one of the items on your list each day. Do this intentionally with the sole purpose of relieving some stress and enjoying something pleasurable. Write down what you do each day so you can keep yourself on track and monitor your progress.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

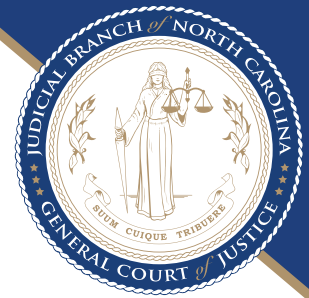
Friday _____

Saturday _____

Sunday _____

By taking care of yourself you will reduce your risk of developing compassion fatigue and lower your stress level. You will become more effective in your work with people, and you will find refreshment in your life outside of work.

CARING FOR YOU



SELF-CARE SUGGESTIONS



BE AWARE

Be upfront about how you're doing. Despite your best efforts, you may find yourself experiencing symptoms or signs of stress.

Signs of Stress

Irritation or Anger	Trouble Concentrating
Anxious/Nervous	Sad or Depressed
Overwhelmed	Lack of Motivation
Lack of Energy	Feeling Uncertain
Trouble Sleeping	Denial

Work-Related Factors

Concern of Exposure
Personal & Family Needs
Managing New Duties
Guilt
Adapting to New Processes/ Technologies/Work space

BE ENGAGED

Here are some ways to take care of you, to de-stress.

Body

Sleep
Physical Activity/Exercise
Eating Healthy
Avoid Tobacco/Alcohol/Drugs
Relax & Recharge

Mind

Purpose
Routine
Stay busy
Limit Media
Positive Thoughts
Remember You Matter

Spirit

Draw on Your Belief System
Set Priorities
Make Connections
Support Others

GET HELP

When these signs and symptoms last for several days, make you miserable, or cause problems in your daily life, it's time to ask for help.

Employee Assistance Program (EAP)

Deer Oaks EAP Services	
Phone Number	866-327-2400
Website	deeroakseap.com
User & Password	NCAOC

North Carolina Resources

NC 2-1-1	Simply Dial 2-1-1
NC HopeLine	877-235-4525

National Suicide Prevention Lifeline

800-273-8255

juno.nccourts.org/human-resources/employee-assistance-program



CARING FOR YOU

SELF-CARE SUGGESTIONS



No one alive today has lived through a time like this COVID-19 pandemic. **Everyone** is affected in some way, and everyone is subject to stressors at a time like this. Stressors can come from anywhere and everywhere. For example, being overworked; having no work; being isolated; having too much family time with no breathing room; feeling anxious about having to deal with the public; having personal or family health concerns; money concerns; and loss of hope for the future are all potential sources of stress. African Americans, and other friends and colleagues of color, are faced with the compounded stressors of health disparities and structural inequities. Everyone is different, but no one is immune. Even the people who cheerfully say, “I’m fine,” are affected, as well.

During this time, it helps to remember two things. First, the justice system will survive and come through this pandemic, hopefully as a stronger and more equitable institution. Second, your role in making that happen is critical; the work you do matters. It helps us preserve a system of justice that everyone counts on, whether they use it or not. Thank you for doing this work.

Whatever your personal situation, you should be engaging in some self-care. There are many aspects of this situation that cannot be controlled. Practicing self-care is not one of them.

During this pandemic, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need additional help. In addition to increased stress, anxiety, fear, sadness, and loneliness are common. And mental health disorders, including anxiety and depression, can develop or worsen.



This document provides some strategies to help promote resiliency and wellness. The material is based on documents prepared by the Mayo Clinic and the Centers for Disease Control and Prevention (CDC). Links to materials from both sources, as well as other helpful resources, are included.

COMMON SIGNS OF STRESS

- Feeling irritation, anger, or being in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

WORK-RELATED STRESS FACTORS

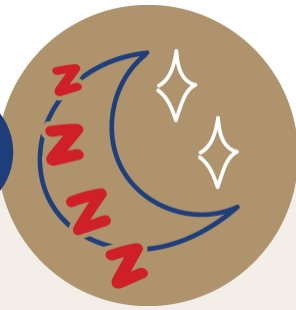
- Concern about the risk of being exposed to COVID-19 at work
- Need to take care of new personal and family needs while working
- Managing new duties
- Lack of access to the safety equipment
- Feeling that you are not doing your part or guilt because others have to be on frontlines
- Having to learn new technologies
- Adapting to a different workspace and/or work schedule



SUGGESTIONS FOR SELF CARE

TAKE CARE OF YOUR BODY

1



GET ENOUGH SLEEP.

Go to bed and get up at the same times each day. Stick close to your typical schedule, even if you're staying at home.

2

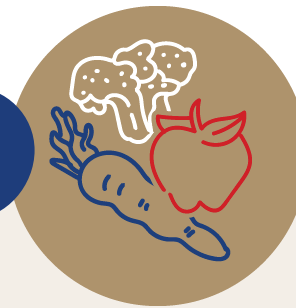


LIMIT SCREEN TIME.

Turn off electronic devices for some time each day, including 30 minutes before bedtime.

Make a conscious effort to spend less time in front of a screen — television, tablet, computer, and phone.

3



EAT HEALTHY.

Choose a well-balanced diet. Avoid loading up on junk food and refined sugar.

Limit caffeine as it can aggravate stress and anxiety.

4



PARTICIPATE IN REGULAR PHYSICAL ACTIVITY.

Regular physical activity and exercise can help reduce anxiety and improve mood.

Find an activity that includes movement, such as dance or exercise apps. Get outside in an area that makes it easy to maintain social and physical distancing. It can be as simple as walking.



SUGGESTIONS FOR SELF CARE

TAKE CARE OF YOUR BODY

5



AVOID TOBACCO, ALCOHOL AND DRUGS.

Because COVID-19 affects the lungs, the risk to smokers and vapers is increased.

Using alcohol to try to cope can make matters worse and reduce your coping skills.

Avoid taking drugs to cope, unless your doctor prescribed medications for you.

6



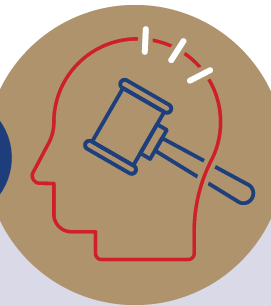
RELAX AND RECHARGE.

Set aside time for yourself. Even a few minutes of quiet time can be refreshing and help to quiet your mind and reduce anxiety. Many people benefit from practices such as deep breathing, tai chi, yoga, or meditation.

Soak in a bubble bath, listen to music, or read or listen to a book — whatever helps you relax. Select a technique that works for you and practice it regularly. There are many sources online for meditation to assist you in starting some of these practices.

TAKE CARE OF YOUR MIND

1



REMEMBER THE REASONS YOU WORK IN THE JUSTICE SYSTEM.

The work you do is vital to the functioning of our state. Without a justice system, a democracy cannot function. The importance of your work hasn't changed. And this crisis will end.

What you do matters, no matter how stressful it is right now; it is helpful to remind yourself of that.

2



LIMIT EXPOSURE TO NEWS MEDIA.

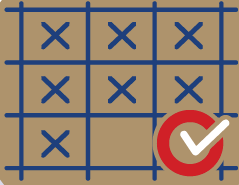
Constant news about COVID-19 from all types of media can heighten fears about the disease. Limit social media that may expose you to rumors and false information. Limit reading, hearing, or watching other news, but keep up to date on national and local recommendations. Look for reliable sources of authority such as the NC DHHS or the CDC.



SUGGESTIONS FOR SELF CARE

TAKE CARE OF YOUR MIND

3



KEEP YOUR REGULAR ROUTINE.

Maintaining a regular schedule is important to your mental health. In addition to sticking to a regular bedtime routine, keep consistent times for meals, bathing and getting dressed, work or study schedules, and exercise.

Set aside time for activities you enjoy. Predictability can make you feel more in control.

4



STAY BUSY.

A distraction can get you away from the cycle of negative thoughts that feed anxiety and depression.

Enjoy hobbies that you can do at home, identify a new project, or clean out that infamous closet or drawer.

5



USE YOUR MORAL COMPASS OR SPIRITUAL LIFE FOR SUPPORT.

If you are part of a faith community or tradition, seek out the sources of comfort and support it provides.

If you draw strength from a belief system, let it bring you comfort during difficult times.

6



FOCUS ON POSITIVE THOUGHTS.

Choose to focus on the positive things in your life, instead of dwelling on how bad you feel.

Consider starting each day by listing things you are thankful for. Ask yourself, "What else is true?" Maintain a sense of hope, work to accept changes as they occur, and try to keep problems in perspective.



SUGGESTIONS FOR SELF CARE

TAKE CARE OF YOUR MIND

7



SET PRIORITIES.

Don't become overwhelmed by your to-do list. Set reasonable and achievable goals each day.

Give yourself credit for positive steps and recognize that some days will be better than others.

CONNECT WITH OTHERS

MAKE CONNECTIONS.

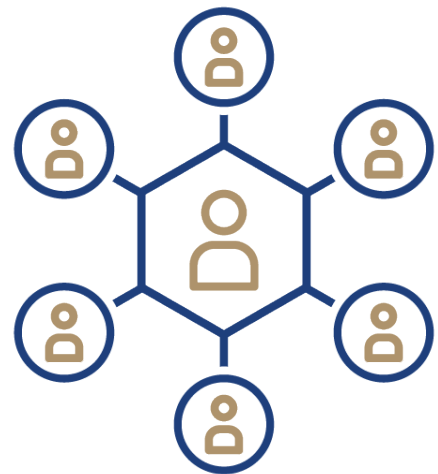
If you need to stay at home and distance yourself from others, avoid social isolation. Find time each day to make virtual connections by email, texts, phone, or FaceTime or similar apps. If you're working remotely from home, ask your co-workers how they're doing and share coping tips. Enjoy virtual socializing and talking to those in your home.

DO SOMETHING FOR OTHERS.

Find purpose in helping the people around you. For example, email, text, or call to check on your friends, family members, and neighbors — especially those who are elderly. If you know someone who can't get out, ask if there's something needed, such as groceries or a prescription picked up, for instance. But be sure to follow guidelines on social distancing and group meetings.

SUPPORT A FAMILY MEMBER OR FRIEND.

If a family member or friend needs to be isolated for safety reasons or gets sick and needs to be quarantined, come up with ways to stay in contact—electronically, by phone, or by mail.





SUGGESTIONS FOR SELF CARE

GET HELP IF YOU NEED IT

Despite your best efforts, you may find yourself feeling helpless, sad, angry, irritable, hopeless, anxious, or afraid. You may have trouble concentrating on typical tasks, changes in appetite, body aches and pains, or difficulty sleeping, or you may struggle to face routine chores.

When these signs and symptoms last for several days in a row, make you miserable, and cause problems in your daily life so that you find it hard to carry out normal responsibilities, it's time to ask for help.

Hoping mental health problems such as anxiety or depression will go away on their own can lead to worsening symptoms.

If you have concerns or if you experience worsening of mental health symptoms, ask for help when you need it, and be upfront about how you're doing. To get help you may want to:

Contact the Employee Assistance Program provided by the Administrative Office of the Courts through Deer Oaks EAP Services, available 24 hours a day, seven days a week. Contact information is provided below.

Call or use social media to contact a close friend or loved one — even though it may be hard to talk about your feelings.

Contact a minister, spiritual leader, or someone in your faith community.

Call your primary care provider or mental health professional to ask about appointment options to talk about your anxiety or depression and get advice and guidance.

Contact organizations such as the National Alliance on Mental Illness (NAMI) or the Substance Abuse and Mental Health Services Administration (SAMHSA) for help and guidance.

FURTHER INFORMATION

In the United States, call the **National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255)** or use its webchat at suicidepreventionlifeline.org/chat.

If you're feeling suicidal or thinking of hurting yourself, seek help. Contact your primary care provider or a mental health professional. Or call a suicide hotline.

Continue your self-care strategies.

Sometimes symptoms may take as long as 9-12 months to show up after the initial event

And, stress won't disappear from your life when the health crisis of COVID-19 ends.

Self-care is a life-long activity.

Centers for Disease Control and Prevention (CDC)

cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html

cdc.gov/coronavirus/2019-ncov/need-extra-precautions/racial-ethnic-minorities.html

Mayo Clinic

mayoclinichealthsystem.org/hometown-health/speaking-of-health/self-care-tips-during-the-COVID-19-pandemic

NCAOC Employee Assistance Program (EAP)

juno.nccourts.org/human-resources/employee-assistance-program

Administered by Deer Oaks EAP Services. In addition to website resources, in-person consultation is available 24 hours a day, seven days a week for Judicial Branch employees.

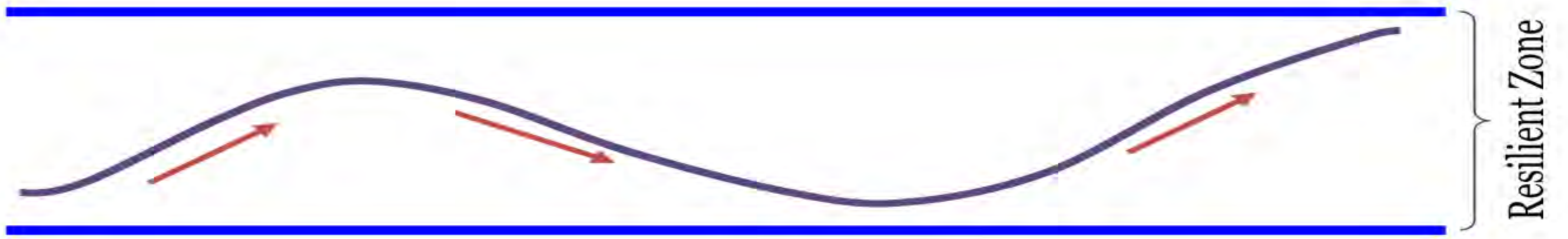
NC Lawyers Assistance Program

nclap.org/

American Bar Association (ABA) Lawyer Assistance Program

americanbar.org/groups/lawyer_assistance/resources/COVID-19--mental-health-resources/

Help Now!



Drink a glass of water



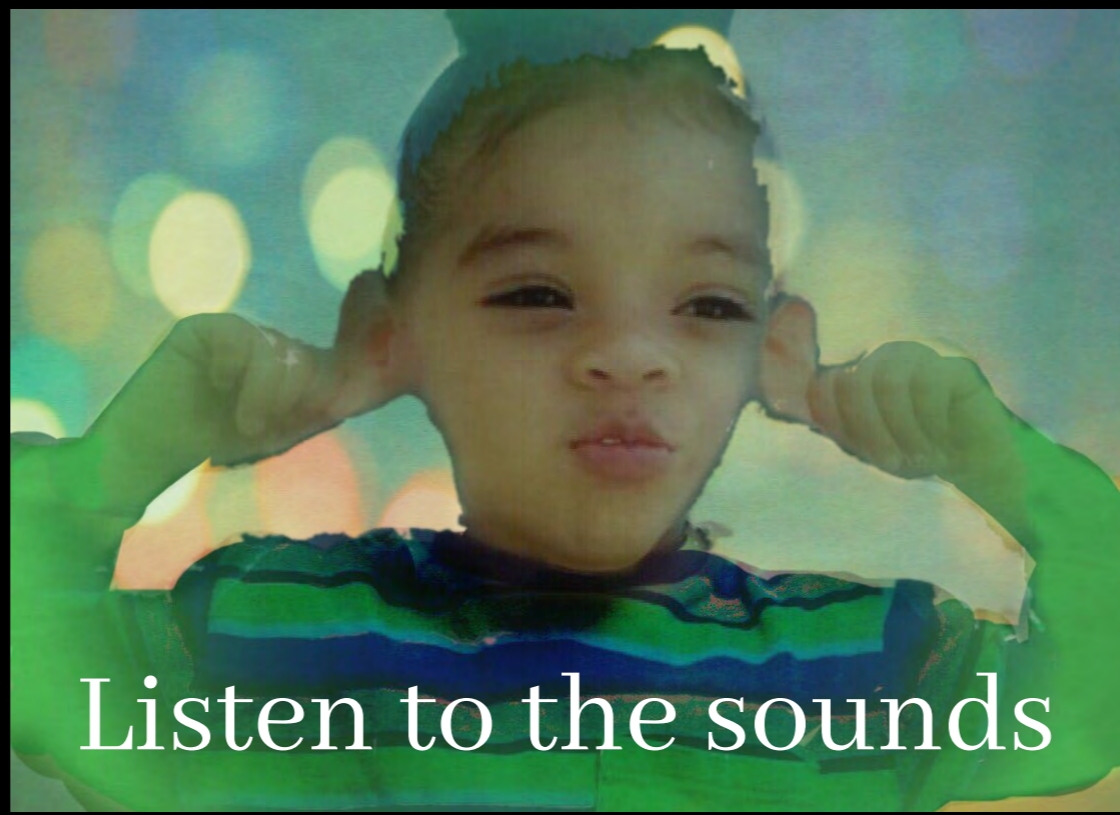
Count backwards from 20



Go for a walk



Listen to the sounds



Name six colors you see



Push against a wall



Notice your surroundings



Notice the temperature



Touch the furniture



Touch something in nature

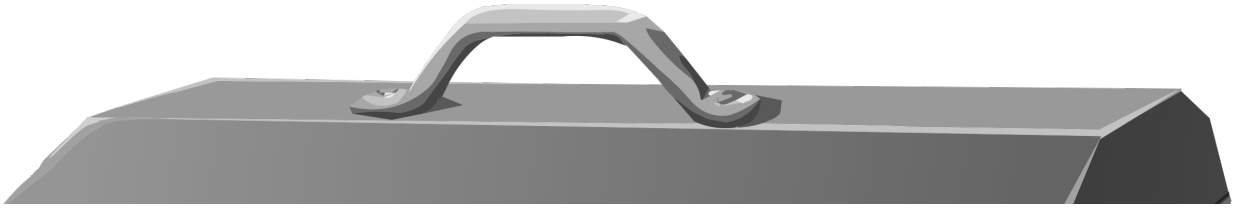


Judicial Decision-Making for Judges

March 1, 2024

Final Session Discussion Questions

1. *Skills and Tools*-Create a list as a group of the skills and tools you have learned during this course. Share any other decision-making skills or tools you have from other sources or your own experience and add any helpful ones to your handout. Write them down in your Toolbox handout. WRITE UP THE SKILL AND TOOLS YOU HAVE COMPILED AS A GROUP ON A FLIP CHART SHEET.
2. Discuss when in your day or week you know that there may be unwanted outside factors influencing you—for example, are there times that are particularly busy, or times when you have been on the clock for extended periods of time. This may look different for each of you.
3. Discuss particular types of legal decisions or factual situations you know are difficult or stressful for you—for example, maybe you find it particularly hard to deal with situations where children are involved.
4. *Pressure Points and Decision-Making Plans*-Think about your typical decision-making moments—where can and should you build in a checkpoint to exercise these skills? For instance, are there specific moments where you want to be sure to use your confirmation bias checking skills and consider the opposite? Write down at least one pressure point and one decision-making plan in your Toolbox handout. Discuss this as a group, but different people may have different needs! Your pressure points will probably include moments you discussed in questions 2 and 3.



Judicial Decision-Making Toolbox

Skills and Tools

Pressure Point	Decision-Making Plan

