

Dear Team,

Welcome to Project Self-Care! You are the heart of our team, and your well-being is our top priority. We know that to show up for your family and our clients with the excellence you're known for, you first need to show up for yourself. In honor of Mental Health Awareness Month, we'll be sharing some restorative well-being tips throughout the month to help you recharge. Thank you for the incredible heart and soul you pour into everything you do!



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

Self-Care Bingo

Drink a full
glass of
water

Stand up &
move

Write
tomorrow's
top 3 tasks

Try
something
new



Listen to a
favorite song

Journal for 3
minutes

Encourage a
coworker

Tidy one
small space





BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

♥ Daily Reminder

More "Aaahh" less "Ugh".

Every member of our team holds space for others in meaningful ways—make sure you're holding some for yourself, too. Pause, breathe, and notice what refills you.

Even small moments of ease can reset your nervous system and remind you why you chose this work. Today, aim for one intentional "Aaahh" moment—because your well-being matters just as much as the care you provide.

Self-Care Challenge



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

DIGITAL DE-CLUTTERING:

Treat your phone like a noisy coworker. Use “Do Not Disturb” modes and curate your feed so you aren’t doom-scrolling before bed.

MOVEMENT:

A 15-minute walk or some light stretching counts. Movement flushes out cortisol (the stress hormone).

HYDRATE TO REGULATE:

It sounds simple, but dehydration mimics the symptoms of anxiety (rapid heart rate, fatigue). Keep a beautiful bottle at your desk as a visual cue to care for your physical body.

TALK TO YOUR FUTURE SELF:

Ask “What would future me thank me for, right now?” This can be a small positive mindset shift.

THE 2-MINUTE WINDOW:

Before you move from your last task to your next personal commitment, sit by a window. Don’t check your phone. Just watch the world move for 120 seconds. Let your breath catch up to your body.



*Caring about others
is a strength.
Abandoning my self
is not required.*



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

DAILY TIPS FOR MENTAL WELLNESS

ESTABLISH BOUNDARIES :

Learn to say "no" to prevent burnout and protect your personal time. Boundaries are important in the work environment regardless of your job.

PRIORITIZE SLEEP :

Ensure 7-9 hours of quality sleep to improve emotional regulation and focus. Get into a regular sleep routine to maximize benefits.

CONNECT WITH OTHERS :

Reach out to friends and family for emotional support or just a chance to chat. Being around other people fosters connections.

GET CREATIVE !

Doodle, create any type of art. Rearrange your space, or create something intentionally imperfect. This is a low-pressure sensory care activity with no goal, mostly just self-expression. It can also help quiet your inner critic.

THE "WINS" JOURNAL

We often focus on what's broken. At the end of the day, write down one thing that went well or one person you helped. Ending the day on a "win" prevents compassion fatigue.



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

Fill The Jar!



What's a positive word that starts with the first letter of your name? Add it to the jar!



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM



Pause. Breathe. Reset

Your Self-Care Moment Awaits

Because you can't pour from an empty cup...

Caring deeply for others requires care for yourself, too. Take a moment to check in—what do you need right now? Rest, connection, movement, or simply a quiet pause can restore more than you realize. Nourishing your own well-being isn't a luxury; it's an essential part of showing up fully for the people you support every day.



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

“

Laughter: A Small Moment, A Big Impact

Don't forget to laugh a little - seek out those moments. Laughter can shift your perspective, release tension, and positively impact those around you.



GRACE, ENERGY, AND WHAT MATTERS TODAY

Your Amazing Tips



BEST CARE
EMPLOYEE ASSISTANCE PROGRAM

1

Give Yourself Grace:

Check when you are using language like “I should be doing more” or “I should handle this better.” Replace it with “I’m doing the best I can today” or “With the (time, data, tools, etc.) I have, I am doing a great job” This reduces guilt-driven stress.

2

Focus on Your Energy and not the Time Commitment:

Instead of asking “Do I have time?”, ask “Do I have the energy?” This mindset supports smarter decisions around work commitments, family needs, and self-care.

3

Visualize Priorities:

Mental overload often comes from keeping everything in your head. Before you leave work, write down your top 3 priorities for tomorrow—email them to yourself so your mind can rest knowing they’ll be there in the morning.

4

Perfection (Ha, - Not Today):

Some days are “survival mode” days, we all have them and that’s okay. Decide what good enough looks like today at work and at home. Perfectionism is a major driver of burnout; you don’t need to be perfect every day.