### Weekly Schedule

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Breaking Down a Project into Manageable Parts

Steps to Complete the Project

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Steps for Completing the Project in a Week

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<th>Steps</th>
<th>Time</th>
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The following is an assessment to help you determine whether or not you are burning out. This assessment is not equivalent to the opinion of a medical provider. It is simply meant to give you an idea of whether or not you are burning out.

Assign a number from 0 (for no or little change) to 5 (a great deal of change) for each of the following questions.

____ 1. Do you tire more easily? Feel fatigued rather than energetic?

____ 2. Are people annoying you by telling you, “You don’t look so good lately”?

____ 3. Are you working harder and harder and accomplishing less and less?

____ 4. Are you increasingly cynical and disenchanted?

____ 5. Are you often invaded by a sadness you can’t explain?

____ 6. Are you forgetting things (appointments, deadlines, personal possessions)?


____ 8. Are you seeing close friends and family members less frequently?

____ 9. Are you too busy to do even routine things like making phone calls or going grocery shopping?

____ 10. Do you suffer frequent physical pain (e.g. aches, pains, headaches, a lingering cold)?

____ 11. Do you feel disoriented when the activity of the day comes to a halt?

____ 12. Is joy elusive?

____ 13. Are you unable to laugh at a joke about yourself?

____ 14. Does sex seem like more trouble than it’s worth?

____ 15. Do you have very little to say to people?

____ Total
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Time Management and Self-Care Workshop

0-25 You’re fine.
26-35 There are things you should be watching.
36-50 You’re a candidate for burnout.
51-65 You’re burning out.

Over 65 You sound burnt out, and this may be threatening your physical and mental well-being.

Don’t let a high total score alarm you, but pay attention to it. Remember, burnout is reversible, no matter how far along it is.

Self-Care Assessment
from SUNY Buffalo’s School of Social Work

This document is for you to keep and will not be recorded or shared with anyone else. If you feel uncomfortable answering any of the questions in this assessment you are fully welcome to skip those questions. This assessment is meant to serve your benefit, and you are welcome to interact with it in any way that you choose.

Regardless of your score on the burnout assessment, identifying methods of self-care is integral to burnout prevention and reversal. Taking care of yourself is important to your academic success and sustainability, as you are more prepared to take on tasks that may seem physically or mentally draining.

The following assessment is meant as to gauge how well you practice different aspects of self-care. This assessment is not exhaustive, but suggestive. There may be some areas identified here that are not applicable to you or that you had not thought of before. Feel free to add areas of self-care that are relevant to you and rate yourself on how often and how well you are taking care of yourself. When you are done, look for patterns in your responses. Are you more active in some areas of self-care than others?

Rate the following areas according to how well you think you are doing:

3 = I do this well (e.g. frequently)
2 = I do this OK (e.g. occasionally)
1 = I rarely do this
0 = I never do this
? = This never occurred to me

Physical Self-Care
___ Eat regularly (e.g. breakfast, lunch and dinner)
___ Eat nutritious food
___ Exercise
___ Get regular medical care for prevention
___ Get medical care when needed
___ Take time off when sick
___ Get massages
___ Take time to be sexual—with myself, with a partner
___ Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
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Time Management and Self-Care Workshop

___ Get enough sleep
___ Wear clothes I like
___ Take vacations
___ Other: ______

Psychological Self-Care
___ Take day trips or mini-vacations
___ Make time away from telephones, email, and the Internet
___ Make time for self-reflection, meditation, etc.
___ Have my own personal psychotherapy
___ Write in a journal or blog
___ Read literature that is unrelated to work
___ Do something at which I am not expert or in charge
___ Attempt to minimize stress in my life
___ Notice my inner experience—listen to my thoughts, beliefs, attitudes, and feelings
___ Engage my intelligence in a new area, e.g. go to an art show, sports event, theater
___ Be curious
___ Say “no” to extra responsibilities sometimes
___ Other: ______

Emotional Self-Care
___ Spend time with others whose company I enjoy
___ Stay in contact with important people in my life
___ Give myself affirmations, praise myself
___ Love myself
___ Re-read favorite books, re-view favorite movies
___ Identify comforting activities, objects, people, relationships, places and seek them out
___ Allow myself to cry
___ Find things that make me laugh
___ Express my outrage in social action, letters and donations, marches, protests
___ Other: ______

Spiritual Self-Care
___ Make time for reflection
___ Spend time with nature
___ Find a spiritual connection or community
___ Be open to inspiration
___ Cherish my optimism and hope
___ Be aware of non-material aspects of life
___ Be open to not knowing
___ Identify what is meaningful to me and notice its place in my life
___ Meditate
___ Pray
___ Sing
___ Have experiences of awe
___ Contribute to causes in which you believe
Campus Academic Resource Program
Time Management and Self-Care Workshop

___ Read inspirational literature or listen to inspirational talks, music
___ Other: ______

Relationship Self-Care
___ Schedule regular dates with my partner or spouse
___ Schedule regular activities with my children
___ Make time to see friends
___ Call, check on, or see my relatives
___ Spend time with my companion animals
___ Stay in contact with faraway friends
___ Make time to reply to personal emails and letters
___ Allow others to do things for me
___ Enlarge my social circle
___ Ask for help when I need it
___ Share a fear, hope, or secret with someone I trust
___ Other: ______

Academic or Professional Self-Care
___ Take a break during the school/workday (e.g. lunch)
___ Take time to chat with classmates/co-workers
___ Make quiet time to complete tasks
___ Identify projects or tasks that are exciting and rewarding
___ Set limits with classmates and colleagues
___ Balance my workload so that no one day or part of a day is “too much”
___ Arrange my work space so it is comfortable and comforting
___ Get regular supervision or consultation
___ Negotiate for my needs
___ Have a peer support group
___ Other: ______

Balance
___ Strive for balance within my school, work-life, and work day
___ Strive for balance among work, family, relationships, play, and rest

Other Areas of Self-Care that are Relevant to You
___
___
Now that you have been able to identify which methods of self-care you do well and which ones you would like to improve, it is time to plan how to realistically achieve and maintain those goals. The self-care plan below will ask you to identify your current practice of self-care and how you would like to change or improve that practice. Again, it is best to be honest with yourself when setting these self-care goals.

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<th>Physical</th>
<th>Psychological</th>
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<td>Current Practice:</td>
<td>Current Practice:</td>
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<tr>
<td>New Practice:</td>
<td>New Practice:</td>
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<tr>
<th>Emotional</th>
<th>Spiritual</th>
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<td>Current Practice:</td>
<td>Current Practice:</td>
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<tr>
<td>New Practice:</td>
<td>New Practice:</td>
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<tr>
<td>Relationship</td>
<td>Academic or Professional</td>
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<tr>
<td>Current Practice:</td>
<td>Current Practice:</td>
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<td>New Practice:</td>
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</table>

Other:___________

Current Practice:  
New Practice:  

Other:___________

Current Practice:  
New Practice:  
<table>
<thead>
<tr>
<th>Barriers to maintaining my self-care</th>
<th>How I will address these barriers and remind myself to practice self-care</th>
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</thead>
<tbody>
<tr>
<td>Negative coping strategies I would like to use less or not at all</td>
<td>What I will do instead</td>
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Campus Academic Resource Program
Time Management and Self-Care Workshop
Time Management and Self-Care Workshop Quiz

1. Name some ways a monthly calendar can help you schedule your time:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

2. When planning your weekly schedule, what activities might you include as “obligations”?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

3. Approximately how many hours outside of class can you expect to work per week per course unit? ___

4. What is a good way to begin a project that seems overwhelming? Give an example of how you might do this.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

5. What are the strengths and weaknesses of pen and paper calendar or scheduling system? Electronic?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

6. What is burnout? How can you tell you are burning out?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

7. Write down a self-care practice you might develop for each of the following categories of health:
   Physical:__________________________________________
   Psychological:_____________________________________
   Emotional:________________________________________
   Spiritual:_________________________________________
   Relationship:______________________________________
   Academic/Professional:________________________________
References

<http://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/are-you-burning-out.pdf>

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