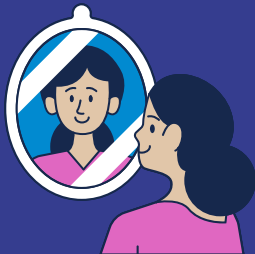


# Mentally Healthy Workplaces

## Checking in on yourself: A guide to self care and reflection



In our busy lives, it's easy to get caught up in the day-to-day tasks and forget to check in with ourselves. However, taking time to reflect on our thoughts and emotions can help us stay centered and focused on what's truly important. This brochure will provide some tips and techniques for checking in with yourself.

### Why is checking in with yourself important?

Checking in with yourself can help you identify and manage your emotions, reduce stress and anxiety, gain clarity on your values and goals, improve your relationship with others, and even boost your overall wellbeing. Sometimes we don't know how badly we might be doing until we ask ourselves the question.

### How to check in with yourself

- 1 Set Time Aside**  
It's important to carve out time in your day or week for self-reflection. This can be as little as five minutes or as much as an hour, depending on your schedule and needs.
- 2 Find a Quiet Space**  
Choose a quiet and comfortable space where you can focus on your thoughts without distractions. This could be a park bench, your bedroom, or a quiet room in your home.
- 3 Breathe Deeply**  
Take a few deep breaths to calm your mind and body. Focus on your breath and try to let go of any tension or stress.
- 4 Ask yourself the following questions:**
  - How am I feeling right now?
  - What emotions am I experiencing?
  - What's been on my mind lately?
  - Am I taking care of myself?
  - What are my priorities right now?
- 5 Write it down**  
Journaling is a great way to record your thoughts and feelings. Write down your responses to the questions above, or simply jot down whatever comes to mind. You don't need a pen and paper to do this, you could even use your notes app on your phone!
- 6 Practice Self Compassion and Get Support**  
Be kind and gentle with yourself as you check in. Remember that everyone has ups and downs, and it's okay to feel a range of emotions. If you're not coping well with the downs, it's important to reach out and get support when you need it.

Checking in with yourself is an important practice for improving your well-being and staying connected with your inner self. By setting aside time, finding a quiet space, and asking yourself reflective questions, you can gain greater insight into your thoughts and emotions. Remember to be kind and compassionate with yourself as you check in, and make it a regular part of your self-care routine.