

mindhealth

SELF-CARE HANDBOOK

SELF-CARE · HANDBOOK

The Mind Health Self-Care Handbook

Practical worksheets for looking after yourself, at your own pace

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02 Assessment and self-awareness

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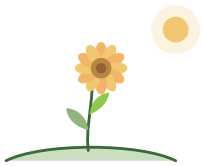
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Need support right now? Lifeline 13 11 14 · Emergency 000 — available 24/7.

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Start with the assessment, then go to the worksheets you need.
Every worksheet fills in on screen, or print it.



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The sources behind this handbook, and where to find more support.

i This information is general in nature and is not a substitute for professional advice. If you are worried about your mental health, talk to your GP or a psychologist.



CHAPTER 01

01

Introduction

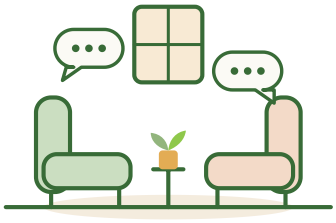
How to get the most from this handbook, on your own or with your clients.

THE MIND HEALTH SELF-CARE HANDBOOK

Welcome to The Mind Health Self-Care Handbook, your comprehensive guide to nurturing mental wellness and personal growth. This handbook has been carefully designed to support both individuals on their self-care journey and mental health professionals working with clients.

IN THIS CHAPTER

- Purpose of this handbook
- How to use this handbook
- Structure of the handbook
- Best practices for maximum benefit
- A note on mental health support
- Your self-care journey begins



Purpose of this handbook

This handbook serves as a practical tool to help you develop and maintain effective self-care practices. It combines evidence-based strategies from cognitive behavioural therapy, positive psychology, and mindfulness practices to provide a holistic approach to mental wellness. Whether you're looking to enhance your daily self-care routine, manage stress more effectively, or develop deeper self-awareness, this handbook offers structured guidance and practical exercises to support your journey.

How to use this handbook

For individual users

1. Begin with the Mind Health Self-Care Assessment (chapter 2) to identify your current self-care practices and areas for growth.
2. Use the results to guide which sections of the handbook to focus on first.
3. Work through the exercises at your own pace, spending time to reflect on and complete each activity fully.
4. Keep track of your progress using the provided monitoring tools and worksheets.
5. Return to exercises periodically to review and update your responses as you grow and change.

For mental health professionals

1. Use the handbook as a supplementary tool in your therapeutic practice.
2. Select relevant exercises based on your client's needs and therapeutic goals.
3. Adapt the worksheets and activities to align with your therapeutic approach.
4. Use the progress tracking tools to monitor client development.
5. Incorporate the handbook's frameworks into your treatment planning and documentation.

Structure of the handbook

This handbook is organised into several key areas:

Assessment and self-awareness (chapter 02)

- Evaluate your current self-care practices
- Develop deeper self-understanding
- Identify areas for growth

Core practices (chapter 03)

- Mindfulness exercises
- Gratitude practices
- Self-compassion development
- Sleep hygiene improvement

Personal development (chapter 04)

- Boundary setting
- Values clarification
- Creative expression
- Social support building

Goal setting and achievement (chapter 05)

- Vision development
- SMART goal setting
- Progress tracking
- Coping strategies

Best practices for maximum benefit

1

Consistency

Set aside regular time to work on these exercises. Even 15 minutes a day is a good start.

2

Self-compassion

Remember that self-care is a journey, not a destination. Be patient with yourself as you develop new habits and practices.

3

Personalisation

Adapt the exercises to fit your needs and circumstances. There's no one-size-fits-all approach to self-care.

4

Documentation

Keep track of your progress, insights, and challenges. This record will help you recognise patterns and celebrate growth.

5

Integration

Look for ways to incorporate these practices into your daily routine rather than treating them as separate tasks.

A note on mental health support

While this handbook is a valuable tool for personal growth and self-care, it is not a substitute for professional mental health treatment. If you're experiencing significant mental health challenges, please reach out to a qualified mental health professional. For immediate support:

- **Lifeline:** 13 11 14
- **Emergency Services:** 000
- **Online Resources:** mindhealth.com.au/resources

Need support right now? Lifeline **13 11 14** · Emergency **000** — available 24/7.
More options: mindhealth.com.au/urgent-help

Your self-care journey begins

Remember that investing in self-care is not selfish: it's essential for maintaining your wellbeing and being present for others in your life. This handbook is designed to be your companion on this journey, providing structure and guidance while allowing space for personal exploration and growth.



START WHERE YOU ARE

As you begin this journey, remember that small steps lead to significant changes. Start where you are, use what you have, and do what you can. Your commitment to self-care is a gift to yourself and those around you.



CHAPTER 02

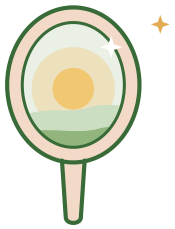
02

Assessment and self-awareness

Evaluate your current self-care practices, develop deeper self-understanding, and identify areas for growth.

IN THIS CHAPTER

- EXERCISE
  Mind Health Self-Care Assessment
- EXERCISE
  Self-awareness journey



WORKSHEET

Mind Health Self-Care Assessment

A quick check of where your self-care is holding up and where it has slipped. Rate each line, add anything that matters to you, and come back to it in a month.

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

0 I never do this	1 I barely do this	2 I do this ok	3 I do this well

Physical Self-Care	0	1	2	3
Eat nutritious and balanced meals regularly	○	○	○	○
Consciously make healthy eating choices	○	○	○	○
Engage in physical exercise	○	○	○	○
Attend regular medical check-ups for preventive care	○	○	○	○
Seek medical care when needed	○	○	○	○
Allow yourself time off to rest and recover when sick	○	○	○	○
Receive massages to relax and rejuvenate	○	○	○	○
Participate in enjoyable physical activities	○	○	○	○
Make time for sexual activities, whether with a partner or alone	○	○	○	○
Prioritise getting enough sleep to recharge your body and mind	○	○	○	○
Wear clothing that makes you feel comfortable and confident	○	○	○	○
Take vacations to rest, recharge, and experience new things	○	○	○	○

Psychological Self-Care	0	1	2	3
Take day trips or mini-vacations to break up your routine	○	○	○	○
Set aside time away from phones, email, and the internet	○	○	○	○
Prioritise self-reflection	○	○	○	○
Pay attention to your inner experience	○	○	○	○
Engage in personal psychotherapy if needed	○	○	○	○
Write in a journal to process your thoughts and emotions	○	○	○	○
Read literature for pleasure, unrelated to work	○	○	○	○

Psychological Self-Care	0	1	2	3
Engage in an activity in which you are not an expert or in charge	○	○	○	○
Minimise stress in your life as much as possible	○	○	○	○
Expand your knowledge and curiosity by attending events	○	○	○	○
Embrace curiosity as a mindset for learning and exploration	○	○	○	○

Emotional Self-Care	0	1	2	3
Spend time with people whose company you enjoy	○	○	○	○
Stay in touch with important people in your life	○	○	○	○
Practise self-affirmation and self-praise	○	○	○	○
Cultivate self-love	○	○	○	○
Revisit favourite books or movies for comfort	○	○	○	○
Seek out activities, objects, people, or places that bring comfort	○	○	○	○
Allow yourself to express emotions by crying when needed	○	○	○	○
Seek out sources of laughter and joy	○	○	○	○

Spiritual Self-Care	0	1	2	3
Make time for self-reflection	○	○	○	○
Spend time in nature to connect with the environment	○	○	○	○
Cultivate a spiritual connection that aligns with your beliefs	○	○	○	○
Remain open to inspiration from various sources	○	○	○	○
Nurture your optimism and hope for the future	○	○	○	○
Identify what's meaningful to you & prioritise its place in your life	○	○	○	○
Practise meditation to promote inner calm and focus	○	○	○	○
Engage in prayer as a form of spiritual practice	○	○	○	○
Sing to express yourself creatively and emotionally	○	○	○	○
Seek out experiences that evoke feelings of awe and wonder	○	○	○	○
Contribute to causes that align with your values and beliefs	○	○	○	○
Read inspirational literature or listen to uplifting talks, music etc.	○	○	○	○

Relationship Self-Care	0	1	2	3
Schedule regular dates with your partner/spouse	○	○	○	○

Relationship Self-Care	0	1	2	3
Schedule regular activities with your children	○	○	○	○
Prioritise spending time with friends	○	○	○	○
Stay in touch with and check on your relatives	○	○	○	○
Spend time with your companion animals	○	○	○	○
Keep in touch with faraway friends	○	○	○	○
Make time to reply to personal emails and letters	○	○	○	○
Allow others to help when needed	○	○	○	○
Expand your social circle	○	○	○	○
Practise asking for help	○	○	○	○
Share with someone you trust	○	○	○	○

Workplace or Professional Self-Care	0	1	2	3
Take breaks during the workday	○	○	○	○
Chat with co-workers to foster social connections	○	○	○	○
Set aside quiet time to complete tasks	○	○	○	○
Identify exciting and rewarding projects or tasks	○	○	○	○
Set limits with clients and colleagues	○	○	○	○
Balance your caseload to avoid feeling overwhelmed	○	○	○	○
Create a comfortable and productive workspace	○	○	○	○
Get regular supervision or consultation for support and feedback	○	○	○	○
Advocate for your needs	○	○	○	○
Join a peer support group	○	○	○	○
Develop a non-trauma area of professional interest (if relevant)	○	○	○	○

Overall Balance	0	1	2	3
Strive for balance within your work-life and workday to avoid overworking and burnout	○	○	○	○
Strive for balance among work, family, relationships, play, and rest to promote overall well-being and happiness	○	○	○	○

My own areas	0	1	2	3
_____	○	○	○	○

My own areas	0	1	2	3
	○	○	○	○
	○	○	○	○

What next?

After completing the assessment, analyse your responses for any recurring patterns. Do you tend to prioritise certain self-care practices while neglecting others? Are there specific items on the list that you find unappealing or unsuitable for yourself? Pay attention to your inner responses and thoughts about self-care and prioritising yourself. Make note of any self-care practices that you'd like to incorporate more into your daily routine.

1.

2.

3.

4.

WORKSHEET

Self-awareness journey

Self-awareness involves recognising and understanding your thoughts, feelings, and behaviours. Use this worksheet to develop your self-awareness skills and gain insight into your own experiences.

1 SITUATION	**Write down a recent situation or event that triggered a strong emotional reaction in the first column of the worksheet.**
2 EMOTIONS	**What emotions did you experience during this situation?**

3
THOUGHTS

What thoughts or beliefs were connected to these emotions?

4
BEHAVIOUR

How did your thoughts and emotions influence your behaviour during the situation?

5
ALTERNATIVES

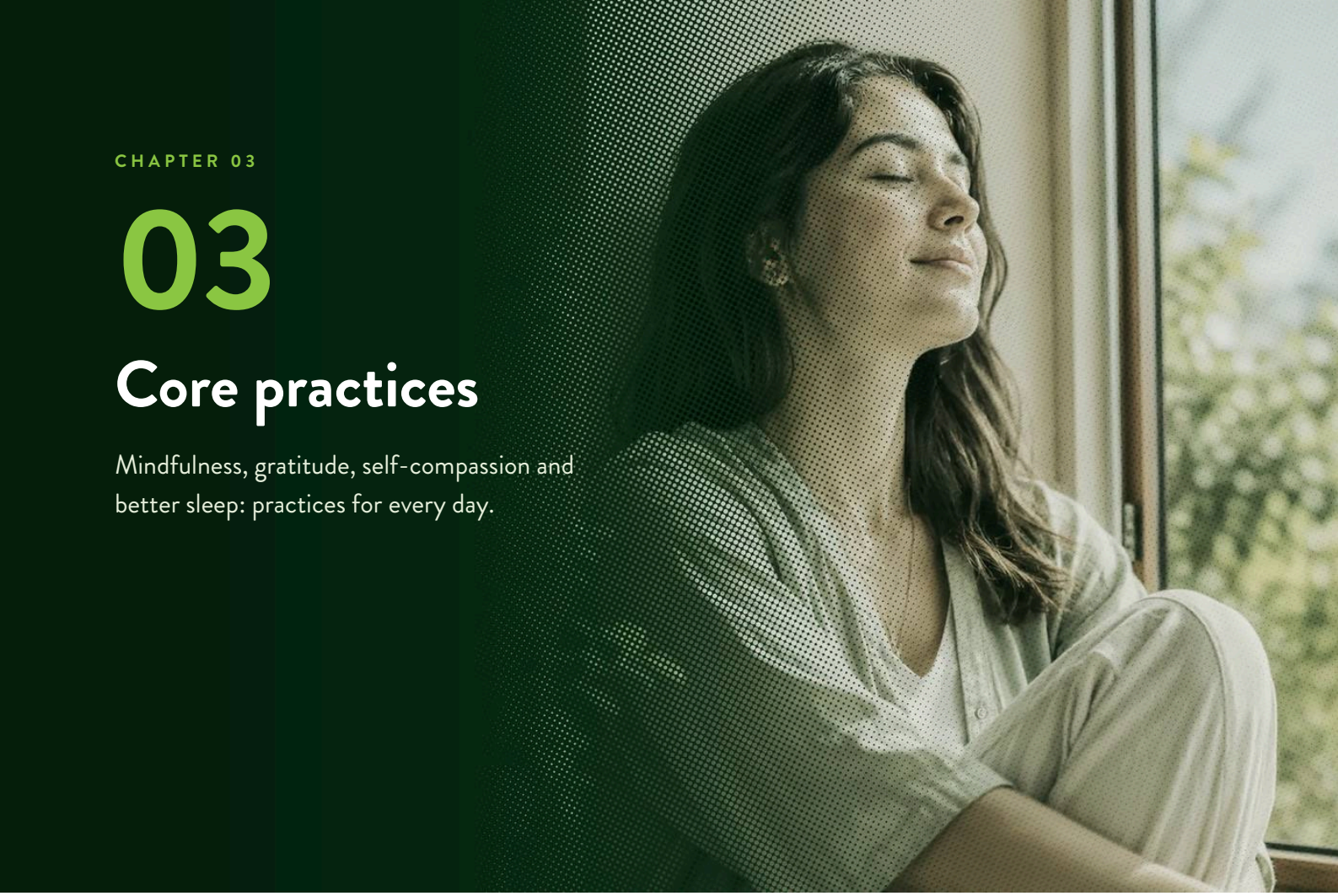
What alternative ways could you have responded to the situation, based on your current insights and self-awareness?

CHAPTER 03

03

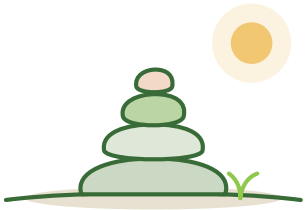
Core practices

Mindfulness, gratitude, self-compassion and better sleep: practices for every day.



IN THIS CHAPTER

- Mindfulness practice
- Gratitude journaling
- Daily self-care checklist
- Overcoming negative thinking
- Empowering self-compassion
- Mindset makeover
- My sleep hygiene



WORKSHEET

Mindfulness practice

Mindfulness is the practice of being present and fully engaged in the current moment. It involves paying attention to your thoughts, feelings, and surroundings without judgement. Mindfulness has been shown to have many benefits for mental health and wellbeing, including reduced stress and anxiety, improved focus and concentration, and greater emotional regulation. Use this worksheet to practise mindfulness and incorporate it into your daily routine.

1

Choose a quiet and comfortable place where you know you will not be interrupted.

2

Begin by taking a few deep breaths, inhaling through your nose and exhaling through your mouth.

3

Close your eyes and focus on your breath. Notice the sensation of the air entering and leaving your body.

4

As thoughts enter your mind, simply acknowledge them and let them go. Don't judge or analyse them, just observe them and return your attention to your breath.

5

Pay attention to your physical sensations. Notice any tension or discomfort in your body and try to relax those areas.

6

Expand your awareness to your surroundings. Notice any sounds, smells, or sensations in the environment.

7

Bring your attention back to your breath and continue to focus on the present moment.

8

Practise this for at least 5–10 minutes each day.

Questions:

What did you notice during your mindfulness practice?

How did you feel after completing the practice?

Did you find it difficult to stay present and focused? If so, what distractions did you encounter?

How could you look to incorporate mindfulness into your daily routine?

What benefits do you think mindfulness could have for your mental health and wellbeing?

Anywhere

You can practise mindfulness anywhere, not just in a quiet and comfortable place.

A wandering mind

Don't worry if your mind wanders during the practice. This is normal and part of the process.

Getting started

You can use guided meditations or mindfulness apps to help you get started with mindfulness practice.

Find your way

Experiment with different types of mindfulness practice, such as mindful breathing, body scans, or walking meditation, to find what works best for you.

WORKSHEET

Gratitude journaling

Gratitude journaling is a simple but powerful practice that involves writing down things that you are grateful for each day. This practice can help shift your focus from negative to positive, improve your mood, and increase your overall sense of wellbeing. Use this worksheet to practise gratitude journaling and reflect on the things in your life that you are thankful for.

What three things are you grateful for today? They can be big or small, simple or complex, personal or universal.

1.

2.

3.

Write a few sentences about why you are grateful for each of these items. Try to be specific and descriptive.

1

2

3

NOTICE THE CHANGE

Now take some time to yourself to reflect on how expressing gratitude makes you feel. Try to notice any changes in your mood or perspective.

WORKSHEET

Daily self-care checklist

List a few small things that look after your body, mood and mind. Tick them off each day, and change the list whenever it stops fitting.

MY SELF-CARE ACTIVITIES:	MON	TUE	WED	THU	FRI	SAT	SUN
1	☐	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐	☐	☐
10	☐	☐	☐	☐	☐	☐	☐

Self-care tips

- Start with just a few self-care practices and add more as you become more comfortable with the process.
- Review your checklist at the end of each day or week and reflect on your progress, and adapt your self-care routine as needed based on your needs.
- Be specific and measurable when setting goals for each self-care practice, such as exercising for 30 minutes or meditating for 10 minutes.
- Use positive reinforcement, such as rewarding yourself when you complete your checklist each day or week.

WORKSHEET

Overcoming negative thinking

Negative thinking can have a significant impact on your mental health and wellbeing. Use this worksheet to practise identifying and challenging negative thoughts and replacing them with more positive and realistic ones.

What negative thought would you like to address?

What was the trigger for this thought?

How does this thought make you feel?

What evidence is there to suggest that this thought is true?

What evidence is there to suggest that this thought is false?

What would I say to a friend who was dealing with this negative thought?

Write a more positive and realistic thought that takes into account both the evidence that supports and contradicts the negative thought.

BE PATIENT

Repeat this process with other negative thoughts that you have been having, and be patient and kind to yourself throughout this process. Challenging negative thoughts can be challenging and may take time.



"What else could happen?" Weighing the evidence for and against a thought.

WORKSHEET

Empowering self-compassion

Self-compassion involves treating yourself with kindness, understanding, and acceptance. Use this worksheet to practise self-compassion and develop a more compassionate and supportive relationship with yourself.

Write down a recent situation in which you were self-critical or hard on yourself.

Write down the negative thoughts or beliefs that were associated with this situation.

Write down a more compassionate and supportive response to yourself. This could include validating your feelings, acknowledging that you are doing the best you can, or offering yourself words of encouragement.

Write down an action step that you can take to be more self-compassionate in the future. This could include practising self-care, setting realistic expectations for yourself, or seeking support from others.

WORKSHEET

Mindset makeover

Positive affirmations are statements that promote positive self-talk and self-beliefs. Use this worksheet to practise creating and using positive affirmations to improve your self-esteem and confidence.

1

Write down a negative thought or belief that you often have about yourself in the first column of the worksheet.

2

Use the second column to write down a positive affirmation that contradicts this negative thought or belief. This could be a statement that emphasises your strengths, accomplishments, or positive qualities.

	NEGATIVE THOUGHT OR BELIEF	CONTRADICTORY POSITIVE AFFIRMATION
1		
2		
3		
4		
5		
6		
7		
8		

KEEP THEM FRESH

Review and update your list of positive affirmations regularly to keep them fresh and relevant.

WORKSHEET

My sleep hygiene

Sleep hygiene means the everyday habits that protect sleep. Track one week, then choose one or two habits to change.

	BEDTIME	WAKE-UP TIME	HOURS OF SLEEP	QUALITY OF SLEEP 1 low · 5 high	FACTORS AFFECTING SLEEP
Monday				○ ○ ○ ○ ○ 1 2 3 4 5	
Tuesday				○ ○ ○ ○ ○ 1 2 3 4 5	
Wednesday				○ ○ ○ ○ ○ 1 2 3 4 5	
Thursday				○ ○ ○ ○ ○ 1 2 3 4 5	
Friday				○ ○ ○ ○ ○ 1 2 3 4 5	
Saturday				○ ○ ○ ○ ○ 1 2 3 4 5	
Sunday				○ ○ ○ ○ ○ 1 2 3 4 5	

What specific steps can I take to improve my sleep hygiene? This could include establishing a consistent sleep schedule, creating a relaxing bedtime routine, or avoiding caffeine and screens before bed.

1.

2.

3.

4.

5.

Sleep tips

- Establish a consistent sleep schedule, even on weekends and holidays.
- Create a relaxing bedtime routine, such as taking a warm bath or reading a book before bed.
- Avoid caffeine and screens before bed, as these can interfere with your sleep.
- Create a comfortable sleep environment that is cool, quiet, and dark.
- Seek support from a healthcare provider or sleep specialist if you are experiencing ongoing sleep issues.



"Time to wind down." A relaxing bedtime routine, in place of a screen.

CHAPTER 04

04

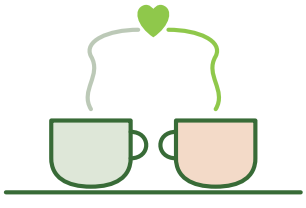
Personal development

Boundaries, creativity, connection and values: getting to know what matters to you.



IN THIS CHAPTER

- Setting personal boundaries
- Creativity kickstart
- My social support network
- Cultivating gratitude and appreciation
- Gratitude for today
- My personal values
- My core values (1)
- My core values (2)
- My core values (3)



WORKSHEET

Setting personal boundaries

Setting boundaries involves establishing limits and communicating them in a clear and assertive way. Use this worksheet to practise setting and maintaining boundaries in your relationships and daily life.

Identify a situation in which you need to set a boundary.

Write down the boundary that you want to set in this situation. Be clear, specific, and assertive.

Identify any fears or concerns that you have about setting this boundary, such as fear of conflict or fear of rejection.

Identify a specific action step that you can take to set and maintain this boundary.

Boundary setting tips

- Be clear, specific, and assertive when setting boundaries. Communicate your boundaries in a respectful and compassionate way.
- Practise self-care to manage any negative emotions or reactions that may arise from setting boundaries.
- Seek support from a therapist or mental health professional if you are struggling to set and maintain boundaries on your own.



"I need to stop for today." A boundary, kept.

WORKSHEET

Creativity kickstart

Creative expression involves using art, writing, music, or other forms of self-expression to communicate and explore your thoughts, feelings, and experiences. Use this worksheet to practise creative expression and tap into your inner creativity.

STEP 1 Choose a form of creative expression

Choose a form of creative expression that you would like to use, such as drawing, painting, writing, or music.

STEP 2 Brainstorm

Brainstorm ideas or prompts for your creative expression.

STEP 3 Write it down

Write down your thoughts, feelings, and experiences related to the prompt or idea.

STEP 4 Create

Create your piece of creative expression based on the prompt or idea.

STEP 5 Reflect

Reflect on your creative expression and how it made you feel. Write down any insights or discoveries that you made through this process.

WORKSHEET

My social support network

Social support involves connecting with others who can provide emotional, practical, and informational support. Use this worksheet to assess your current social support network and identify areas where you could improve your social connections.

Use the below columns to write down the names of those around you who offer certain types of support.

EMOTIONAL SUPPORT: CARE & COMFORT	PRACTICAL SUPPORT: TASK EXECUTION & ERRANDS	INFORMATIONAL SUPPORT: ADVICE & GUIDANCE

Where do you identify any gaps in your social support network?

Brainstorm steps that you can take to improve your social support network.

WORKSHEET

Cultivating gratitude and appreciation

Think about the activities that bring you joy and fulfilment. These may be hobbies, interests, or activities that you enjoy but may not currently be making time for. Consider how you can incorporate these activities into your daily or weekly routine.

Activity 1

Activity / interest:

How often would you like to participate in this activity / interest?

Why do you enjoy this particular activity / interest?

What are your action steps in order to incorporate this activity into your routine?

Activity 2

Activity / interest:

How often would you like to participate in this activity / interest?

Why do you enjoy this particular activity / interest?

What are your action steps in order to incorporate this activity into your routine?

Activity 3

Activity / interest:

How often would you like to participate in this activity / interest?

Why do you enjoy this particular activity / interest?

What are your action steps in order to incorporate this activity into your routine?

Activity 4

Activity / interest:

How often would you like to participate in this activity / interest?

Why do you enjoy this particular activity / interest?

What are your action steps in order to incorporate this activity into your routine?



WHY IT MATTERS

Self-care is about prioritising your needs and making time for the activities that bring you joy and fulfilment. By incorporating these activities into your routine, you can promote your overall wellbeing and cultivate a greater sense of balance and fulfilment in your life.



WORKSHEET

Gratitude for today

Gratitude involves focusing on the positive aspects of life and feeling thankful for the blessings that we have. Use this worksheet to practise gratitude by identifying and reflecting on the good things that happened today.

Today I am grateful for...

Today I am grateful for these people...

Today's highlight is...

My top memories today were...

Things that made me smile today...

Overall comments for the day...

Gratitude tips

- Practise gratitude regularly to build a more positive and optimistic mindset.
- Keep a gratitude journal or use a gratitude app to record the things that you are thankful for each day.
- Express gratitude to others through words, actions, or gestures.



WORKSHEET

My personal values

Take some time to reflect on the following values and rate how important they are to you. Use the rating scale from 1 to 10, where 1 means the value is not important to you at all, and 10 means it is extremely important.

	1	2	3	4	5	6	7	8	9	10
How important is it to you to accomplish your goals and succeed in your endeavours?	○	○	○	○	○	○	○	○	○	○
How important is it to you to seek out new experiences and take risks?	○	○	○	○	○	○	○	○	○	○
How important is it to you to live in accordance with your beliefs and values?	○	○	○	○	○	○	○	○	○	○
How important is it to you to maintain balance in your life, including work-life balance?	○	○	○	○	○	○	○	○	○	○
How important is it to you to be part of a supportive community, and to give back to others?	○	○	○	○	○	○	○	○	○	○
How important is it to you to express yourself creatively?	○	○	○	○	○	○	○	○	○	○
How important is it to you to learn new things and continue to grow intellectually?	○	○	○	○	○	○	○	○	○	○
How important is it to you to have close relationships with your family members?	○	○	○	○	○	○	○	○	○	○
How important is it to you to have autonomy and the ability to make your own choices?	○	○	○	○	○	○	○	○	○	○
How important is it to you to maintain good physical and mental health?	○	○	○	○	○	○	○	○	○	○

How important is it to you to feel a sense of peace and inner harmony?	○ 1	○ 2	○ 3	○ 4	○ 5	○ 6	○ 7	○ 8	○ 9	○ 10
How important is it to you to see fairness and justice in the world?	○ 1	○ 2	○ 3	○ 4	○ 5	○ 6	○ 7	○ 8	○ 9	○ 10
How important is it to you to be loyal to your friends and family?	○ 1	○ 2	○ 3	○ 4	○ 5	○ 6	○ 7	○ 8	○ 9	○ 10
How important is it to you to feel secure and stable in your life?	○ 1	○ 2	○ 3	○ 4	○ 5	○ 6	○ 7	○ 8	○ 9	○ 10
How important is it to you to have a sense of connection to something greater than yourself?	○ 1	○ 2	○ 3	○ 4	○ 5	○ 6	○ 7	○ 8	○ 9	○ 10

Are there any values that surprised you?

Are there any values that you want to focus more on in your life?



A STARTING POINT

Use this worksheet as a starting point for exploring your personal values and how they impact your life choices and behaviours.

WORKSHEET

My core values (1)

Review the list of core values below, and without overthinking, circle each of the values that you feel resonates with you. There are no right or wrong answers, and you can select as many or as few values as you like.

- [ ] Respect
- [ ] Perseverance
- [ ] Openness
- [ ] Wisdom
- [ ] Creativity
- [ ] Self-acceptance
- [ ] Honesty
- [ ] Patience
- [ ] Assertiveness
- [ ] Diversity
- [ ] Graciousness
- [ ] Helpfulness
- [ ] Mindfulness
- [ ] Passion
- [ ] Reflection
- [ ] Self-improvement
- [ ] Equality
- [ ] Authenticity
- [ ] Humility
- [ ] Kindness
- [ ] Balance
- [ ] Optimism
- [ ] Empathy
- [ ] Caring
- [ ] Flexibility
- [ ] Growth
- [ ] Independence
- [ ] Moderation
- [ ] Persistence
- [ ] Resilience
- [ ] Justice
- [ ] Courage
- [ ] Compassion
- [ ] Trust
- [ ] Freedom
- [ ] Excellence
- [ ] Spirituality
- [ ] Generosity
- [ ] Commitment
- [ ] Forgiveness
- [ ] Hard work
- [ ] Intelligence
- [ ] Non-judgement
- [ ] Positive attitude
- [ ] Sensitivity
- [ ] Gratitude
- [ ] Loyalty
- [ ] Responsibility
- [ ] Innovation
- [ ] Integrity
- [ ] Adventure
- [ ] Reliability
- [ ] Adaptability
- [ ] Dependability
- [ ] Friendliness
- [ ] Health
- [ ] Listening
- [ ] Organisation
- [ ] Quality
- [ ] Teamwork

WORKSHEET

My core values (2)

Review your core values that you identify with and narrow them down into four groups below. Group together values that have similar meaning to you and fit easily together.

GROUP 1	GROUP 2	GROUP 3	GROUP 4

Choose one of the values included in the group, or just a word that you feel captures the feel of the entire group.

Group 1

Group 2

Group 3

Group 4

YOUR TOP FOUR

These are your top 4 core values.

WORKSHEET

My core values (3)

Once you have discovered your top 4 core values, use the below to identify how you will live with these values in your day-to-day life.

	CORE VALUE	HOW WILL YOU LIVE THIS VALUE IN YOUR DAY-TO-DAY LIFE?
Core value No.1		
Core value No.2		
Core value No.3		
Core value No.4		

CHAPTER 05

05

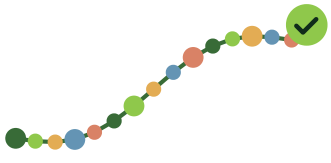
Goal setting and achievement

Vision, SMART goals, progress and coping: turning what matters into steps.



IN THIS CHAPTER

- Productivity boost blueprint
- Client action brainstorm
- Future vision
- My three month vision
- My life goals
- Smart goal setting
- SMART goals
- My goal progress
- The WOOP method
- Letting it go
- My success story
- My coping strategies



WORKSHEET

Productivity boost blueprint

Effective time management involves prioritising tasks, setting goals, and using strategies to optimise your use of time. Use this worksheet to assess your current time management skills and identify areas where you could improve.

	TASK TO BE COMPLETED	PRIORITY	TIME REQUIRED
1		L M H	
2		L M H	
3		L M H	
4		L M H	
5		L M H	
6		L M H	
7		L M H	
8		L M H	
9		L M H	
10		L M H	

Identify any time-wasting behaviours or distractions that are impacting your productivity.

Write down specific steps that you can take to optimise your time management.

WORKSHEET

Client action brainstorm

This tool is designed to help you clarify your thoughts and ideas, identify potential solutions or actions, and create a plan of action to achieve your goals.

What goal would you like to brainstorm?

Thinking about your goal, what could you...

STOP doing			
Do LESS of			
KEEP doing			
Do MORE of			
START doing			

WORKSHEET

Future vision

This tool is designed to help you clarify your goals, dreams, and aspirations for the future. By creating a clear and vivid vision of what you want your life to look like, you can begin to take the necessary steps to make that vision a reality.

Where do you want to be in the next THREE MONTHS?

Personal life

Professional life

Where do you want to be in the next SIX MONTHS?

Personal life

Professional life

Where do you want to be in the next TWELVE MONTHS?

Personal life

Professional life

WORKSHEET

My three month vision

Thinking about the next three months, consider how you would like each of these areas of your life to look.

Career

Personal life

Health

Relationships

Finances

Education

WORKSHEET

My life goals

Identify your three main priorities for the next 3 months, and set yourself some actions that you need to take in order to achieve these goals.

Goal 1

What is your goal?

What are your action steps to achieve this goal?

What is your start date?

What is your goal target date?

Goal 2

What is your goal?

What are your action steps to achieve this goal?

What is your start date?

What is your goal target date?

Goal 3

What is your goal?

What are your action steps to achieve this goal?

What is your start date?

What is your goal target date?

WORKSHEET

Smart goal setting

Use this worksheet to set and track your goals. Start by defining a specific goal you want to achieve, and then break it down into smaller, achievable steps. Use the space provided to track your progress and celebrate your successes.

What is your goal?

Why is this goal important to you?

What are the specific steps you need to take in order to achieve this goal?

1.

2.

3.

4.

5.

What are the potential obstacles that could prevent you from achieving this goal?

How will you overcome them?

What resources do you need to achieve this goal?

1.

2.

3.

4.

5.

Who can support you on your journey to achieving this goal?

1.

2.

3.

4.

5.

What is your timeline for achieving this goal?

Start date:	**Completion date:**

How will you track your progress? Use the space below to write down your milestones and celebrate your successes along the way.

	OUTLINE YOUR GOAL MILESTONES:	DATE ACHIEVED
1		
2		
3		
4		
5		
6		



GOOD LUCK!

Remember, setting and achieving goals takes time and effort. Be patient with yourself, stay motivated, and celebrate your successes along the way. Good luck!

WORKSHEET

SMART goals

Use this worksheet to set and achieve SMART goals. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Use the space provided to write down your goals and break them down into specific, actionable steps.

S SPECIFIC	**What is your specific goal?**
M MEASURABLE	**How will you measure your progress towards this goal?**
A ACHIEVABLE	**Is this goal achievable given your current resources and constraints?**
R RELEVANT	**How does this goal align with your overall values, priorities, and aspirations?**
T TIME-BOUND	**When do you want to achieve this goal by?**

WORKSHEET

My goal progress

Use this worksheet to plot your progress towards your goal. Use this as an opportunity to reflect on how far you have come and to refocus if required.

What is your goal?

What steps do you still need to implement?

1.

2.

3.

4.

5.

6.

7.

8.

9.

Which of your strengths have helped you so far?

Which of your weaknesses have hindered your progress?

How do you feel about your progress with this goal so far?

WORKSHEET

The WOOP method

Use this worksheet to set and achieve your goals with WOOP. WOOP stands for Wish, Outcome, Obstacle, and Plan. Use the space provided to write down your wish, then plan how you will get past the obstacle.

W
WISH

What is your specific wish or goal?

O
OUTCOME

What is the best possible outcome if you achieve this goal?

O
OBSTACLE

What is the main obstacle that could prevent you from achieving this goal?

P
PLAN

What specific action plan can you develop to overcome this obstacle and achieve your goal?

WORKSHEET

Letting it go

Use this worksheet to identify and release any thoughts, feelings, or behaviours that are holding you back. Take some time to reflect on the questions below, and use the space provided to write down your answers.

What am I holding onto that no longer serves me?

How is holding onto this thought, feeling, or behaviour impacting my life in a negative way?

What am I afraid of losing by letting go of this thought, feeling, or behaviour?

What benefits will I gain by releasing this thought, feeling, or behaviour?

What is one action that I can take today to start letting go of this thought, feeling, or behaviour?

How can I support myself in the process of letting go? Who can I reach out to for help or guidance?

What positive thoughts or affirmations can I use to replace the negative thoughts or feelings I am letting go of?

How will I celebrate my progress and success in letting go?

BE KIND TO YOURSELF

Remember, letting go can be a difficult process, but it is essential for personal growth and healing. Be patient and kind to yourself, and remember that every step you take towards letting go is a step towards a happier, healthier you.

WORKSHEET

My success story

Use this worksheet to reflect on your past successes and create a roadmap for future success. Use the space provided to answer the questions below and celebrate your achievements.

1 THE SUCCESS	**What is a past success you are proud of?**
2 THE ACTIONS	**What specific actions did you take to achieve this success?**
3 THE LEARNINGS	**What did you learn from this experience?**
4 FUTURE GOALS	**How can you apply what you learned to future goals?**

WORKSHEET

My coping strategies

Use this worksheet to identify your current unhealthy coping strategies and then propose some healthier alternatives for you to implement.

	MY CURRENT UNHEALTHY COPING STRATEGY	A HEALTHIER COPING STRATEGY THAT I CAN REPLACE IT WITH
1		
2		
3		
4		
5		
6		

WHY IT HELPS

Identifying unhealthy coping strategies and replacing them with healthier alternatives can improve your overall wellbeing and resilience. Use this worksheet to reflect on your coping strategies and develop a plan for using healthier alternatives in the future.



CHAPTER 06

06

References and resources

The sources behind this handbook, and where to find more support.

IN THIS CHAPTER

- References
- Additional resources



References

Academic sources

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Additional resources

Online mental health support

AUSTRALIA

- Beyond Blue: **www.beyondblue.org.au** (24/7 support service: 1300 22 4636)
- Lifeline Australia: **www.lifeline.org.au** (crisis support: 13 11 14)
- Headspace (youth mental health): **www.headspace.org.au**
- Black Dog Institute: **www.blackdoginstitute.org.au**

MOBILE APPLICATIONS

- Headspace (meditation and mindfulness)
- Calm (sleep and meditation)
- Insight Timer (free meditation)
- MoodKit (mood improvement)
- Smiling Mind (Australian mindfulness app)

Crisis support

EMERGENCY SERVICES

- Emergency: 000
- NSW Mental Health Line (NSW only, 24/7): 1800 011 511
- Suicide Call Back Service: 1300 659 467

SPECIALISED SUPPORT

- 1800RESPECT (domestic violence): 1800 737 732
- QLife (LGBTIQ+): 1800 184 527
- Kids Helpline: 1800 55 1800
- MensLine Australia: 1300 78 99 78

Professional development

ORGANISATIONS

- Australian Psychological Society: **www.psychology.org.au**
- Mental Health Professionals Network: **www.mhpn.org.au**
- Australian Counselling Association: **www.theaca.net.au**

TRAINING PROGRAMS

- Mental Health First Aid Australia: **www.mhfa.com.au**
- Australian Institute of Professional Counsellors: **www.aipc.net.au**
- Black Dog Institute Professional Education: **www.blackdoginstitute.org.au/education-services**

Self-help books

MINDFULNESS AND MEDITATION

- "Full Catastrophe Living" by Jon Kabat-Zinn
- "The Miracle of Mindfulness" by Thich Nhat Hanh
- "Wherever You Go, There You Are" by Jon Kabat-Zinn

SELF-COMPASSION

- "Self-Compassion: The Proven Power of Being Kind to Yourself" by Kristin Neff
- "The Mindful Path to Self-Compassion" by Christopher Germer
- "The Self-Compassion Skills Workbook" by Tim Desmond

PSYCHOLOGICAL WELLBEING

- "The Happiness Trap" by Russ Harris
- "The Body Keeps the Score" by Bessel van der Kolk
- "Mind Over Mood" by Dennis Greenberger and Christine Padesky

Community support groups

NATIONAL

- GROW Mental Health Recovery: **www.grow.org.au**
- Mental Illness Fellowship of Australia: **www.mifa.org.au**
- SANE Australia: **www.sane.org**

ONLINE COMMUNITIES

- Beyond Blue Online Forums: **forums.beyondblue.org.au**
- SANE Forums: saneforums.org
- ReachOut Forums (for young people): **forums.au.reachout.com**

Wellness resources

PHYSICAL HEALTH

- Heart Foundation: **www.heartfoundation.org.au**
- AUSactive: **www.ausactive.org.au**
- Nutrition Australia: **www.nutritionaustralia.org**

WORK-LIFE BALANCE

- Safe Work Australia: **www.safeworkaustralia.gov.au**
- Fair Work Ombudsman: **www.fairwork.gov.au**

Disclaimer: These resources are provided for informational purposes only. Inclusion in this list does not constitute an endorsement by Mind Health Associates. Please verify the suitability of any resource for your specific needs.

Need support right now? Lifeline 13 11 14 · Emergency 000 — available 24/7.

More options: mindhealth.com.au/urgent-help

About this handbook

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Disclaimer: This handbook is intended as a self-help resource and is not a substitute for professional mental health treatment. If you are experiencing significant mental health challenges, please consult with a qualified mental health professional.

mindhealth

SELF-CARE · HANDBOOK

The Mind Health Self-Care Handbook

Practical worksheets for looking after yourself, at your own pace: check in with your self-care, then build the practices, boundaries, values and goals that work for you.

Need support right now? Lifeline 13 11 14 · Emergency 000 — available 24/7.
More options: mindhealth.com.au/urgent-help

TALK TO US WHEN YOU'RE READY

Parramatta and online, Australia-wide · **Book at mindhealth.com.au**

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