

# Professional Self-Care

Your work life is your real life. Self-care isn't just something you practice in your off-hours; when you spend most of your days at work, it is essential that those hours are supporting your health and happiness too. When you are the best version of yourself, you can do your best work and achieve your biggest goals.

I want to make this 30-day challenge happen because...

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Each week, focus on one aspect of professional self-care. Try one or some of the suggested actions, or come up with your own. Set a frequency goal and track your results at the end of the week.

WEEK 1

**HEALTHY CAREER CHOICES**

**DETAILS**

**DATE**

Have a productive conversation with your boss about your goals

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Reflect on your accomplishments

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Ask for what you need (vacation, standing desk, resources)

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WEEK 2

**HEALTHY WORKSPACE**

Clean your desk

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Promote productivity and comfort (better chair, desk lamp)

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Give your workspace personality (family photos, favorite quotes)

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WEEK 3

**EXPAND YOUR HORIZONS**

Take a class or workshop

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Listen to a podcast or audiobook

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Read a book in your area of interest

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WEEK 4

**SET BOUNDARIES**

**GOAL**

**M T W T F S S**

**RESULT**

Treat breaks as breaks

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Set a strict log-off time

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Set office hours to reduce off-hours interruptions

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What was the biggest change you experienced this past month? What habits will you continue?

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