

## APPENDIX B | Self-Care Resources

### Letter A: Act on Awareness and Acceptance

#### Root Cause Analysis (5 Whys System) ① Worksheet

Use one worksheet for each challenge. In the spaces below, answer the question: *Why is this a challenge?* When you get that answer, ask *Why?* again and build on the last answer given. (See example in Letter A.) By asking the question *Why?* for each of the previous answers given, you drill down to the essence of a challenge. Keep asking *Why?* until you feel you have reached the root cause of each challenge. You may need to ask the question more than 5 times. Focus on you and your actions and feelings – not others and their actions) – during this exercise. Consider seeking assistance from a professional therapist or coach to facilitate the exercise for several challenges.

Challenge: \_\_\_\_\_

WHY?

WHY?

WHY?

WHY?

WHY?

①Root cause analysis is often used in business to solve challenges at the root level as opposed to symptoms. It is an excellent way to reflect on challenges you face in developing a self-care mindset and lifestyle.

**Letter A: Core Values List** (from [www.JamesClear.com](http://www.JamesClear.com) and The LeaderShape Institute)

I recommend that you circle all the values that resonate with you, ones you care about. Then pick no more than 10 as your Core Values.

Authenticity	Fame	Peace
Achievement	Friendships	Pleasure
Adventure	Fun	Poise
Authority	Growth	Popularity
Autonomy	Happiness	Recognition
Balance	Honesty	Religion
Beauty	Humor	Reputation
Boldness	Influence	Respect
Compassion	Inner Harmony	Responsibility
Challenge	Justice	Security
Citizenship	Kindness	Self-Respect
Community	Knowledge	Service
Competency	Leadership	Spirituality
Contribution	Learning	Stability
Creativity	Love	Success
Curiosity	Loyalty	Status
Determination	Meaningful Work	Trustworthiness
Fairness	Openness	Wealth

# Letter M: Make Peace with Your Past

## Get to the Love - Letter Format

Dear \_\_\_\_\_ (Add person's name, even if it is your own)

### Anger and Blame

I hate it when \_\_\_\_\_

I don't like it when \_\_\_\_\_

You make me mad when \_\_\_\_\_

I am fed up with \_\_\_\_\_

### Hurt and Sadness

I feel sad when \_\_\_\_\_

I feel hurt when \_\_\_\_\_

I feel awful when \_\_\_\_\_

I feel disappointed because \_\_\_\_\_

### Fear

I'm afraid that \_\_\_\_\_

I feel scared because \_\_\_\_\_

I feel afraid because \_\_\_\_\_

### Guilt

I am guilty for \_\_\_\_\_

I am sorry that \_\_\_\_\_

Please forgive me for \_\_\_\_\_

I didn't mean to \_\_\_\_\_

### Love, Gratitude, and Forgiveness

I love you because \_\_\_\_\_

I love you when \_\_\_\_\_

Thank you for \_\_\_\_\_

I understand that \_\_\_\_\_

I forgive you for \_\_\_\_\_

I appreciate you when \_\_\_\_\_

I want \_\_\_\_\_

# Letter V: Voice Your Needs

(Without reference to specific people, time, actions, things)

## Universal Human Needs – Partial List

Subsistence and Security	Connection	Meaning	Freedom
<i>Physical Sustenance</i>	<i>Affection</i>	<i>Sense of Self</i>	<i>Autonomy</i>
Air	Appreciation	Authenticity	Choice
Food	Attention	Competence	Ease
Health	Closeness	Creativity	Independence
Movement	Companionship	Dignity	Power
Physical Safety	Harmony	Growth	Self-Responsibility
Rest/Sleep	Intimacy	Healing	Space
Shelter	Love	Honesty	Spontaneity
Touch	Nurturing	Integrity	
Water	Sexual Expression	Self-acceptance	
	Support	Self-care	
	Tenderness	Self-connection	
	Warmth	Self-knowledge	
		Self-realization	
		Mattering to myself	
<i>Security</i>	<i>To Matter</i>	<i>Understanding</i>	<i>Leisure/Relaxation</i>
Consistency	Acceptance	Awareness	Humor
Order/Structure	Care	Clarity	Joy
Peace (external)	Compassion	Discovery	Play
Peace of Mind	Consideration	Learning	Pleasure
Protection	Empathy	Making sense of life	Rejuvenation
Safety (emotional)	Kindness	Stimulation	
Stability	Mutual Recognition		
Trusting	Respect	<i>Meaning</i>	
	To be heard, seen	Aliveness	
	To be known, understood	Challenge	
	To be trusted	Consciousness	
	Understanding others	Contribution	
		Creativity	
		Effectiveness	
		Exploration	
		Integration	
		Purpose	
	<i>Community</i>	<i>Transcendence</i>	
	Belonging	Beauty	
	Communication	Celebration of life	
	Cooperation	Communion	
	Equality	Faith	
	Inclusion	Flow	
	Mutuality	Hope	
	Participation	Inspiration	
	Partnership	Mourning	
	Self-expression	Peace (internal)	
	Sharing	Presence	

What are your Top 10 Needs? Circle them.

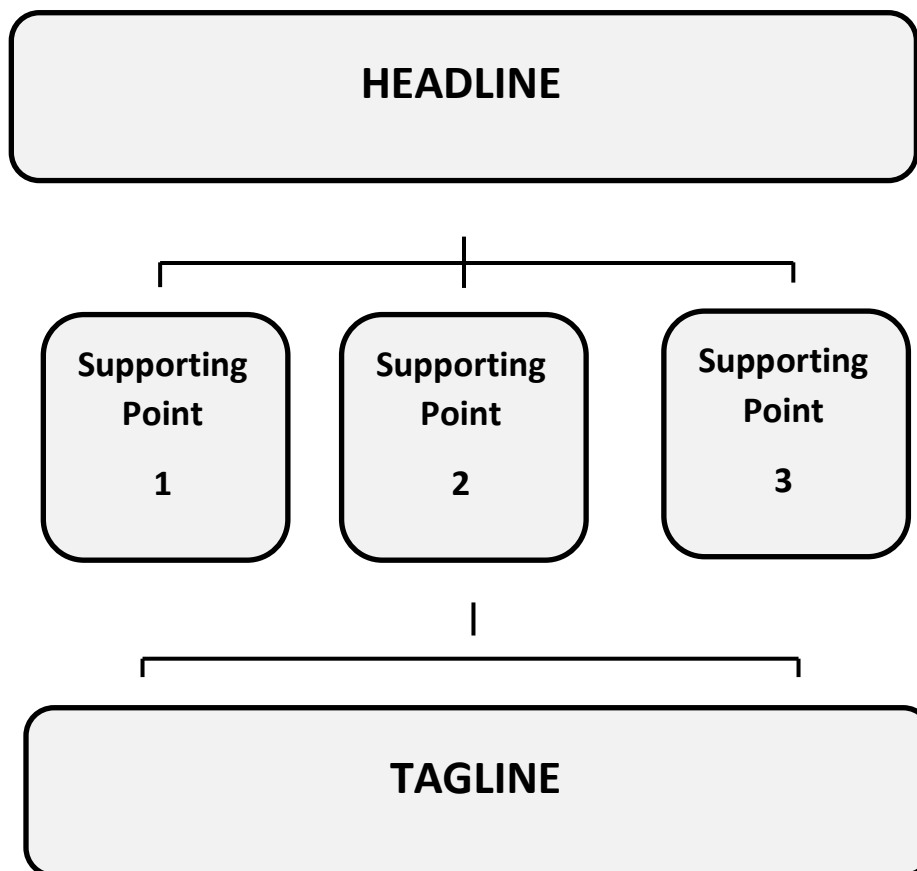
Today's Date \_\_\_\_\_

This list builds on Marshall Rosenberg's original needs list with categories adapted from Manfred Max-Neef. Neither exhaustive nor definitive, it can be used for study and for discovery about each person's authentic experience.

## Letter V: Voice Your Needs

Worksheets for preparing to speak in “headlines”

### HEADLINE COMMUNICATION\*



\*From Dr. Lois Frankel, *Nice Girls Don't Speak up or Stand Out*. For more information contact Lois at [www.drloisfrankel.com](http://www.drloisfrankel.com).

# HEADLINE COMMUNICATION\*

(Worksheet)

**HEADLINE**

**Supporting  
Point**

**1**

**Supporting  
Point**

**2**

**Supporting  
Point**

**3**

**TAGLINE**

## Letter V: Voice Your Needs

### THE DESCript\*

#### **D = Describe the Purpose of the Conversation**

*I'd like to talk to you about something that happened in our meeting yesterday.*

#### **E = Explain Your Position and Elicit Feedback from the Other Person**

*I observed that each time I took the floor to speak, you started texting and checking e-mails. It made me feel that what I had to say wasn't important enough for your full attention. I'm wondering if you understand what I'm saying and how you see the situation? (Now simply listen without agreeing or arguing.)*

#### **S = Specify Desired Outcomes**

*OK. I understand what you're saying. What I would really appreciate is if you would not only listen to what I'm saying, but also comment on it. You have a lot of knowledge and I have no doubt your input would be valuable to me.*

#### **C = Clarify Consequences (Positive or Negative)**

##### **Positive**

*I think if we can better support one another in this way, we would both get a lot out of it and the department would be better for it.*

##### **Negative**

*We can't seem to agree on how to move forward on this issue. I can only tell you that without mutual support, the end product won't have the same quality as if we did.*

\*Developed by Sharon and Gordon Bower

**THE DESCript: YOUR TURN**  
**(Print Copies of This Chart for Future Use)**

**D = Describe the Purpose of the Conversation**

**E = Explain Your Position and Elicit Feedback from the Other Person**

**S = Specify Desired Outcomes**

**C = Clarify Consequences (Positive or Negative)**

**Positive**

**Negative**