

Instructions: Each sheet has two copies of the "card." Print out multiple copies of this sheet, cut them in half on the dotted line, and then fold the remaining piece of paper so "Caring for Yourself..." and "Switching On and Off" are back to back. Give them to staff during Orientation or in a staff meeting.

CARING FOR YOURSELF DURING DIFFICULT WORK

Our work can be overwhelming. Our challenge is to maintain our resilience so that we can keep doing the work with are, energy, and compassion.

10 things to do each day

1. Get enough sleep
2. Focus on what you did well
3. Get enough to eat
4. Learn from your mistakes
5. Vary your work
6. Share a private joke
7. Do some light exercise
8. Pray, meditate, or relax
9. Do something pleasurable
10. Support a colleague

For more information visit CRS's Staff Care Site

<https://global.crs.org/communities/EmployeeServices/Pages/StaffCare.aspx>

This card is a service of the Idaho State University Institute of Rural Health

SWITCHING ON AND OFF

Your empathy for others helps you do your job. It is important to take good care of your feelings by monitoring how you use them. The most resilient workers are those that know how to turn their feelings off when they go on duty, but on again when they go off duty. This is not denial, it is a coping strategy. It is a way they get maximum protection while working (feelings switched off) and maximum support while resting (feelings switched on).

HOW TO BECOME BETTER AT SWITCHING ON AND OFF

1. Make this a conscious process. Talk to yourself as you switch.
2. Use images that make you feel safe and protected (switch off) or connected and cared for (switch on) to help you switch.
3. Develop rituals that help you switch as you start and stop work.
4. Breath slowly and deeply to calm yourself when starting a tough job.

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