



**C.D.P**

# **STRESS MANAGEMENT FOR CSO'S TRAINING COURSE**

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# Gratitude Journal

## Morning gratitude

Before you begin your day, list 10 things you're grateful for.

|     |  |
|-----|--|
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 6.  |  |
| 7.  |  |
| 8.  |  |
| 9.  |  |
| 10. |  |

## What I'm learning from my challenges

List three obstacles and what you're learning from them.

|    |                    |
|----|--------------------|
| 1. |                    |
|    | What I'm learning: |



2.

What I'm learning:

3.

What I'm learning:

### People I'm grateful for

List 5 people who made your life a little happier today. These could be friends, family or strangers!

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

### The best part of my day

Choose one moment of your day that made you happy and focus on it for 5 minutes before bed.



# Gratitude Exercises

**Gratitude** means appreciating the good things in life, no matter how big or small. Making the practice of gratitude a regular part of your day can build happiness, self-esteem, and provide other health benefits.

## Gratitude Journal

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Every evening, spend a few minutes writing down some good things about your day. This isn't limited to major events. You might be grateful for simple things, such as a good meal, talking to a friend, or overcoming an obstacle.

## Give Thanks

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Keep your eyes open throughout the day for reasons to say "thank you." Make a conscious effort to notice when people do good things, whether for you or others. Tell the person you recognize their good deed, and give a sincere "thank you."

## Mindfulness Walk

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Go for a walk and make a special effort to appreciate your surroundings. You can do this by focusing on each of your senses, one at a time. Spend a minute just listening, a minute looking at your surroundings, and so on. Try to notice the sights, sounds, smells, and sensations you would usually miss, such as a cool breeze on your skin, or the clouds in the sky.

## Gratitude Letter

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Think about someone who you appreciate. This could be a person who has had a major impact on your life, or someone who you would like to thank. Write a letter that describes why you appreciate them, including specific examples and details. It's up to you if you'd like to share the letter or not.

## Grateful Contemplation

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Remove yourself from distractions such as phones or TV and spend 5-10 minutes mentally reviewing the good things from your day. The key to this technique is *consistency*. Think of it like brushing your teeth or exercise—it should be a normal part of daily self-care. This technique can be practiced as part of prayer, meditation, or on its own.

## Gratitude Conversation

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With another person, take turns listing 3 things you were grateful for throughout the day. Spend a moment discussing and contemplating each point, rather than hurrying through the list. Make this part of your routine by practicing before a meal, before bed, or at another regular time.



# Gratitude Jar



## Introduction

Gratitude Jars are a fun, artistic, and hands-on way for children to practice gratitude. In this activity, each child will create a special jar where they save gratitude statements at the end of the day.



## Materials

- Clear Jar (glass or plastic)
- Art Supplies (ribbons, stickers, magazine cutouts, etc.)
- Gratitude Slips (blank strips of paper, or slips with gratitude prompts)



## Instructions

Begin by helping each child personalize their jar with decorations. Use ribbons, stickers, magazine cut-outs, items found in nature, or anything else you can imagine.

After decorating the jars, it's time to add the first three gratitude statements. A gratitude statement acknowledges something that a person appreciates or is thankful for. Participants can use the prompts on the slips provided, or they can write their own gratitudes on blank slips. Here are some examples:

"I am grateful for my cat because she makes me laugh."

"I am thankful for the dinner I had tonight. It was my favorite: pizza!"

"I appreciate my grandma because she visited me when I was sick."

Once the participants have written down three gratitude statements—one per slip of paper—spend a moment discussing each one. Finally, fold the gratitude statements, and add them to the jar.

Plan for children to write three gratitude statements, and add them to their jars, each day. Encourage parents to make the gratitude jar part of their daily routine, including a brief discussion about each of their child's gratitudes. This activity works great as part of a bedtime routine.



# Gratitude Jar

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Today was special because...

---

I appreciate (person), because...

---

Something I accomplished today...

---

Something I'm looking forward to...

---

Something I am thankful for...

---

Something I like about my family...

---

Three people who make me happy are...

---

I felt happy today when...

---

Something little that makes me smile...

---

Today I had fun when...

---



# Gratitude Jar

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Something about today that I'll always want to remember...

---

I am proud of (person), because...

---

Something I appreciate about my past...

---

My friend (name) is important to me because...

---

Something good that happened today...

---

I was proud of myself today because...

---

Something interesting that I recently saw...

---

Something special about my family...

---

Something funny that happened today...

---

Something I like about myself...

---



# Gratitude Jar

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**My favorite family tradition...**

---

**My favorite part of today...**

---

**Something I am grateful for...**

---

**Three friends who I appreciate...**

---

**A special memory I have of my family...**

---

**Something I look forward to every day...**

---

**Today, I felt happy when...**

---

**This week has been good because...**

---

**Something I like about myself...**

---

**Something that made me smile today...**

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## Pleasant Activity Scheduling Worksheet

The *Pleasant Activity Scheduling* worksheet is designed to help clients schedule enjoyable activities in the near future which they can look forward to.

Clients are instructed to write down at least one activity per day that they will engage in over the next week. This can be as simple as watching a particular movie or calling a friend to chat. Activities can be anything that the client finds to be enjoyable or pleasant, so long as it's not unhealthy (i.e., eating a whole cake in one sitting or smoking).

You can also try scheduling an activity for each day that provides you with a sense of mastery or accomplishment. It's great to do something pleasant, but doing something small that can make you feel accomplished has beneficial effects as well.

This worksheet helps clients to begin to design their life in a way that increases everyday positivity and pleasure. The first two columns (Activity and Time) are to be completed in session, and the last column (Post-Activity Emotion Rating) is to be completed by the client throughout the week.





## Pleasant Activity Scheduling

### Worksheet

|           | Activity (Pleasure/Mastery)    | Time (AM/PM) | Post-Activity Emotion Rating (0-100% pleasure or sense of mastery) |
|-----------|--------------------------------|--------------|--|
| Monday    | E.g. Call a friend to chat (P) | 5 PM         | 70%  |
| Tuesday   |                                |              |  |
| Wednesday |                                |              |  |
| Thursday  |                                |              |  |
| Friday    |                                |              |  |
| Saturday  |                                |              |  |
| Sunday    |                                |              |  |



# Stress Management



**Stress:** an emotional and physical response to demanding situations, including symptoms that may include worry, a feeling of being overwhelmed, increased heart rate, headaches, sleep difficulties, procrastination, and more.

**Describe your largest source of stress, in detail.**

|  |
|--|
|  |
|  |
|  |
|  |
|  |

**Briefly list two other stressors you are experiencing.**

|   |
|---|
| 1 |
| 2 |

**Circle any symptoms you have experienced in response to stress.**

|                     |                      |                     |                     |
|---------------------|----------------------|---------------------|---------------------|
| Anger / Frustration | Anxiety              | Decreased Sex Drive | Drug or Alcohol Use |
| Fatigue             | Headaches            | Indigestion         | Muscle Tension      |
| Nail Biting         | Over or Under Eating | Procrastination     | Sleep Difficulties  |
| Social Withdrawal   | Teeth Grinding       | Worry               | Other               |



Contrary to popular belief, not all stress is bad. The stress response is a powerful tool used by your body to increase the odds of overcoming obstacles. It's when stress becomes too intense, or lasts for too long, that it becomes problematic.



# Stress Management

The negative effects of stress can be reduced with the use of social support, emotional management skills, maintaining a healthy life balance, and attending to basic needs. In the following pages, we'll explore each of these strategies.

## Social Support

Even when your social support cannot solve a problem, just talking can sometimes be enough. When we talk about our problems, hormones are released inside our brains that ease the undesirable symptoms of stress.

List three people who you can turn to for support.

| Name: | How they can help: |
|-------|--------------------|
|       |                    |
|       |                    |
|       |                    |

How can you use social support to ease one of your current stressors?

|  |
|--|
|  |
|  |

## Emotional Management

Stress can trigger many emotions such as anxiety, self-doubt, and anger. When these feelings are ignored, they can exacerbate the original stressor. Remember, emotional management isn't about eliminating emotions—it's about dealing with them in a healthy way.

When faced with unpleasant emotions, do you have any habits or tendencies that *worsen* the situation?

|  |
|--|
|  |
|  |

List two ways that you have successfully handled unpleasant emotions in the past.

|   |
|---|
| 1 |
| 2 |



# Stress Management

## Life Balance

Stress can be especially destructive if your life is heavily focused on one area. For example, a person who is only focused on a relationship will struggle if their relationship becomes rocky.

Rate each of the following life areas from 1 to 5. A "1" means that you devote little attention to this part of your life, while a "5" means that you devote a high amount of attention to this area.

|             |                       |                  |              |
|-------------|-----------------------|------------------|--------------|
| Career      | Family                | Fun / Recreation | Spirituality |
| Socializing | Intimate Relationship | Education        | Other        |

Based upon your ratings, are there any areas where you would like to devote more attention?

|  |
|--|
|  |
|  |

## Basic Needs

During periods of high stress, many people take shortcuts when it comes to their basic needs. Examples include sleep, a healthy diet, exercise, and other forms of self-care. When basic needs are neglected, health and mental well-being deteriorate, which contributes to additional stress.

Circle any basic needs that you tend to neglect during periods of high stress.

|                  |                     |                     |  |
|------------------|---------------------|---------------------|--|
| Sleep            | Healthy Diet        | Exercise            | Medical Adherence<br>medications, appointments, etc. |
| Personal Hygiene | Social / Love Needs | Managing Addictions | Other  |

Describe the steps you can take to protect your basic needs during periods of high stress.

|  |
|--|
|  |
|  |
|  |



## Is your lifestyle causing you stress?

The way you live your life can have a big impact on your health, well-being, and how well or poorly you handle stress. Below are lifestyle behaviors that affect stress levels. Please check the boxes that apply to you. Doing an honest assessment of how well or poorly you take care of yourself can help you manage your stress in the future.

| Lifestyle Behaviors  |                          |                          |   |                          |                          |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| When you are under stress, do you:   | Yes                      | No                       | When you are under stress, do you:  | Yes                      | No                       |
| Smoke/use tobacco  | <input type="checkbox"/> | <input type="checkbox"/> | Engage in physical activity at least three times a week for 30 minutes each day | <input type="checkbox"/> | <input type="checkbox"/> |
| Drink a lot of coffee or caffeinated drinks (more than 2-3 cups per day)                             | <input type="checkbox"/> | <input type="checkbox"/> | Get six to eight hours of sleep every night                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Drink alcohol (more than recommended levels of 1-2 per day)  | <input type="checkbox"/> | <input type="checkbox"/> | Maintain good eating habits   | <input type="checkbox"/> | <input type="checkbox"/> |
| Overuse over-the-counter medications   | <input type="checkbox"/> | <input type="checkbox"/> | Make time to relax  | <input type="checkbox"/> | <input type="checkbox"/> |
| Overeat or under eat   | <input type="checkbox"/> | <input type="checkbox"/> | Maintain a sense of humor   | <input type="checkbox"/> | <input type="checkbox"/> |
| Spend too much money (e.g., do you have a lot of credit card debt and have trouble making payments?) | <input type="checkbox"/> | <input type="checkbox"/> | Play  | <input type="checkbox"/> | <input type="checkbox"/> |
| Abuse/overuse tranquilizers or other over-the-counter medications                                    | <input type="checkbox"/> | <input type="checkbox"/> | Maintain healthy rituals and routines   | <input type="checkbox"/> | <input type="checkbox"/> |
| Watch too much television (more than 3-4 hours per day)  | <input type="checkbox"/> | <input type="checkbox"/> | Be optimistic. Engage in positive thinking                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Have angry outbursts   | <input type="checkbox"/> | <input type="checkbox"/> | Spend time with family  | <input type="checkbox"/> | <input type="checkbox"/> |
| Take illegal drugs   | <input type="checkbox"/> | <input type="checkbox"/> | Spend time with friends   | <input type="checkbox"/> | <input type="checkbox"/> |
| Withdraw from people   | <input type="checkbox"/> | <input type="checkbox"/> | Make plans for the future   | <input type="checkbox"/> | <input type="checkbox"/> |
| Ignore or deny stress symptoms   | <input type="checkbox"/> | <input type="checkbox"/> | Figure out ways to manage stress  | <input type="checkbox"/> | <input type="checkbox"/> |
| Engage in self-destructive relationships   | <input type="checkbox"/> | <input type="checkbox"/> | Reward yourself for your accomplishments  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>These are negative self-care behaviors.</b>   |                          |                          | <b>These are positive self-care behaviors.</b>                                  |                          |                          |

(Source: Unknown)



## Staff Self-Care Plan

Whether I've personally been affected by trauma or not, there are times when I feel stressed. As a human being, I can be affected by the trauma experienced by others. I need to know myself and my reactions well enough to devise my own plan for maintaining good mental health under stress.

1. Things I do regularly to take care of myself.

| ✓ Physical Self-Care   | ✓ Psychological Self-Care  |
|--|--|
| <input type="radio"/> Do physical activities that are fun for me             | <input type="radio"/> Be curious   |
| <input type="radio"/> Eat regular, healthy meals (e.g., breakfast and lunch) | <input type="radio"/> Do something at which I am a beginner  |
| <input type="radio"/> Exercise   | <input type="radio"/> Engage my intelligence in a new area: museum, art, performance, sport event, other culture |
| <input type="radio"/> Get enough sleep                                       | <input type="radio"/> Let others know different aspects of me  |
| <input type="radio"/> Get massages or other body work                        | <input type="radio"/> Make time for self-reflection  |
| <input type="radio"/> Get medical care when needed                           | <input type="radio"/> Meditate   |
| <input type="radio"/> Get regular medical care for prevention                | <input type="radio"/> Notice my inner experience: dreams, thoughts, imagery, feelings                            |
| <input type="radio"/> Practice martial arts                                  | <input type="radio"/> Practice receiving from others   |
| <input type="radio"/> Stretch  | <input type="radio"/> Read literature unrelated to work  |
| <input type="radio"/> Take a break from demanding technology                 | <input type="radio"/> See a psychotherapist or counselor for myself  |
| <input type="radio"/> Take day trips or mini-vacations                       | <input type="radio"/> Spend time outdoors  |
| <input type="radio"/> Take time off when I'm sick                            | <input type="radio"/> Say no to extra responsibilities sometimes   |
| <input type="radio"/> Take time to be sexual                                 | <input type="radio"/> Take steps to decrease stress in my life   |
| <input type="radio"/> Take vacations   | <input type="radio"/> Write in a journal   |
| <input type="radio"/> Wear clothes I like                                    | <input type="radio"/> Other:   |
| <input type="radio"/> Other:   | <input type="radio"/> Other:   |



| ✓ Workplace/Professional Self-Care  | ✓ Workplace/Professional Self-Care  |
|---|---|
| <input type="radio"/> Arrange my workspace so it is comfortable and comforting                      | <input type="radio"/> Negotiate for my needs (benefits, quiet time, raises, time off) |
| <input type="radio"/> Ask for help when I need it   | <input type="radio"/> Set limits with clients and colleagues                          |
| <input type="radio"/> Balance my workload so no one day is too much                                 | <input type="radio"/> Take a real break every few hours                               |
| <input type="radio"/> Get regular supervision or consultation                                       | <input type="radio"/> Take time to chat with coworkers                                |
| <input type="radio"/> Have a peer support group   | <input type="radio"/> Take time to eat lunch  |
| <input type="radio"/> Identify projects or tasks that are exciting, growth-promoting, and rewarding | <input type="radio"/> Use paid time off   |
| <input type="radio"/> Make quiet time to complete tasks   | <input type="radio"/> Other:  |

| ✓ Emotional Self-Care  | ✓ Spiritual Self-Care   |
|--|---|
| <input type="radio"/> Allow myself to cry  | <input type="radio"/> Cherish optimism and hope   |
| <input type="radio"/> Express my outrage in constructive ways                              | <input type="radio"/> Be open to mystery, to not knowing                                      |
| <input type="radio"/> Feel proud of myself   | <input type="radio"/> Express gratitude   |
| <input type="radio"/> Find things that make me laugh                                       | <input type="radio"/> Be open to inspiration  |
| <input type="radio"/> Maintain contact with supportive people                              | <input type="radio"/> Appreciate life's nonmaterial aspects                                   |
| <input type="radio"/> Nurture others   | <input type="radio"/> Have awe-filled experiences   |
| <input type="radio"/> Play with children   | <input type="radio"/> Celebrate with rituals meaningful to me                                 |
| <input type="radio"/> Pursue comforting activities, objects, people, relationships, places | <input type="radio"/> Identify that which is meaningful to me and notice its place in my life |
| <input type="radio"/> Reread favorite books, rewatch favorite movies                       | <input type="radio"/> Read inspirational literature   |
| <input type="radio"/> Spend time with others whose company I enjoy                         | <input type="radio"/> Memorialize loved ones who have died                                    |
| <input type="radio"/> Stay in contact with important people in my life                     | <input type="radio"/> Make time for prayer, meditation, reflection                            |
| <input type="radio"/> Stop and breathe deeply as needed                                    | <input type="radio"/> Sing  |
| <input type="radio"/> Support causes I believe in  | <input type="radio"/> Spend time in nature  |
| <input type="radio"/> Talk to myself kindly  | <input type="radio"/> Listen to inspiring music   |
| <input type="radio"/> Other:   | <input type="radio"/> Participate in a spiritual gathering or group                           |
| <input type="radio"/> Other:   | <input type="radio"/> Other:  |

Adapted from Volk, K. T., Grandin, M., & Clervil, R. (2008). *What about you? A workbook for those who work with others*. Toronto, Ontario: The National Center on Family Homelessness.

2. Situations or experiences that I tend to find stressful or overwhelming.

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3. Signs that I am becoming stressed or overwhelmed (e.g., raised voice, upset face, impatience, exhaustion, loss of social life, strong reactions to minor issues).

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4. My appearance and behavior when I start to lose control (e.g., red face, excessive politeness, swearing, not able to listen, blaming, walking away).

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5. My actions when I lose it (e.g., yell, cry, shut down, get aggressive).

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6. Things I find helpful when I feel upset, stressed out, or overwhelmed (things that I do for myself and ways that other people can help me).

| ✓                     | Activity                           | ✓                     | Activity             |
|-----------------------|------------------------------------|-----------------------|----------------------|
| <input type="radio"/> | Deep breathing                     | <input type="radio"/> | Reading              |
| <input type="radio"/> | Drawing or painting                | <input type="radio"/> | Taking a nap         |
| <input type="radio"/> | Exercising                         | <input type="radio"/> | Taking a shower      |
| <input type="radio"/> | Having someone give me suggestions | <input type="radio"/> | Walking              |
| <input type="radio"/> | Having someone sit and listen      | <input type="radio"/> | Watching TV          |
| <input type="radio"/> | Having time and space to calm down | <input type="radio"/> | Writing in a journal |
| <input type="radio"/> | Listening to music                 | <input type="radio"/> | Yoga or stretching   |
| <input type="radio"/> | Looking at pictures                | <input type="radio"/> | Other:               |
| <input type="radio"/> | Other:                             | <input type="radio"/> | Other:               |

7. Responses from others that are **not helpful** when I'm feeling upset, stressed out, or overwhelmed.

| ✓                     | Not Helpful           | ✓                     | Not Helpful                |
|-----------------------|-----------------------|-----------------------|----------------------------|
| <input type="radio"/> | Suggestions or advice | <input type="radio"/> | Raising their voices       |
| <input type="radio"/> | Touching me           | <input type="radio"/> | Talking to me              |
| <input type="radio"/> | Telling me what to do | <input type="radio"/> | Telling me it will be fine |
| <input type="radio"/> | Other:                | <input type="radio"/> | Other:                     |
| <input type="radio"/> | Other:                | <input type="radio"/> | Other:                     |

8. People I can go to for support when I need it.

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## Stress Relief Tips

These are some things we all need to do for ourselves but sometimes forget when we especially need them. Find some that appeal to you and give them a try when you're feeling tense or nervous. If you feel the pull to do something you know isn't good for you, **HALT**. Ask yourself, "Am I **H**ungry, **A**ngry, **L**onely, or **T**ired?" and pick something suitable from the list.

### The Absolute Basics

**Sleep.** Homework and other stresses can lengthen the day, but you need your sleep. The mind rejuvenates at rest. Getting enough sleep helps you feel refreshed and relaxed.

**Eat healthy.** Trauma deregulates stress hormone levels, but you can help restore order through consistent exercise and good eating habits. Good food choices include high-fiber, low-sugar fruit (raspberries, blueberries, strawberries); lean protein; vegetables; and complex carbohydrates (spinach, salad, whole-grain bread). Eat every few hours to keep your blood sugar balanced. Drink plenty of water. Limit your intake of caffeine, sugar, nicotine, alcohol, and salt. Eat an egg before bed to keep your blood sugar stable and promote sleep.

**Exercise.** Reduce stress hormone levels. Exercise—including hiking and dancing—will help you feel better while improving overall stamina and health. The right exercise even can be fun.

**Do something fun or creative.** Pick something you enjoy, such as:

|         |            |             |             |                    |
|---------|------------|-------------|-------------|--------------------|
| Art     | Crosswords | Games       | Movies      | Reading fiction    |
| Cooking | Dancing    | Gardening   | Needlework  | Woodworking        |
| Crafts  | Fishing    | Kite flying | Photography | Writing creatively |

**Make connections.** Reach out to the people who matter most to you. Call a friend you can talk to or study with. Talk to counselors with whom you can discuss personal concerns.

### When Stress Starts to Build

**Write for yourself.** You do a lot of writing for school, but writing for yourself can help you feel better. A private journal is a good place to explore dreams and feelings with no one to criticize your efforts. Writing about your experience can help you to safely process your emotions. It tells your mind that you are taking care of the situation and helps to relieve the difficult symptoms you may be experiencing.

**Use your spiritual resources.** Making use of spiritual resources varies from person to person. For some it means praying, going to church, or reaching out to a member of the clergy. For others, it means meditating or reading uplifting material. Using spiritual resources may include rituals and ceremonies—whatever feels right to you. Remember, you can be spiritual without being religious.



**Do something ordinary.** When you feel upset, it can help to take a shower, wash your hair, make yourself some healthy comfort food, call a friend or family member, or make your bed.

**Wear something that makes you feel good.** We all have certain clothes or jewelry that we enjoy wearing. These are the things to wear when you need to comfort yourself.

**Get some little things done.** Accomplishing something you tend to put off always helps you feel better, even easy things that don't take much time. Just keep it manageable. Examples include the following:

|                      |                                |                               |
|----------------------|--------------------------------|-------------------------------|
| Clean out one drawer | Put your clothes away          | Read one homework assignment  |
| Do a load of laundry | Make a schedule                | Send someone a card           |
| Dust your room       | Organize your desk or backpack | Set some priorities for today |

**Learn something new.** Think about a topic that you are interested in but have never explored. Gather information about it at the library, on the Internet, or from a class. Look at something in a new way. Reread a favorite passage and see if you can find new meaning in it.

**Do a reality check.** If you find yourself having a strong reaction to something, considering what really might be going on can be helpful. For instance, if you come home and loud music is playing, you might think that the person is doing it just to annoy you. Rather than jumping to conclusions and dumping your anger, consider the likelihood that the person thought you wouldn't be in until later and took advantage of the opportunity to play the music a bit louder.

**Be present in the moment.** This state often is referred to as mindfulness. Many of us spend so much time focusing on the future or thinking about the past that we miss out on fully experiencing what is going on in the present. Making a conscious effort to pay full attention to what you are doing right now can help you feel better.

**Stare at something that's pretty or has special meaning for you.** Stop what you are doing and look at a flower or leaf, stars, clouds, a work of art, or a picture of a loved one.

**Play with children or pets.** Romping in the grass with a dog, petting a kitten, reading a story to a child, rocking a baby, and similar activities have calming effects.

**Do a relaxation exercise.** Many good books or Internet sources describe relaxation exercises. Try some and practice the ones you prefer daily. Use them whenever you need to feel better. Listening for 10 minutes to a relaxation recording can help you feel better.

**Take a warm bath.** Warm water is relaxing and healing.

**Smell something nice.** Many people have discovered fragrances that help them feel good, whether from essential oils or cut flowers. Even the smell of freshly baked bread can help.

**Listen to music.** Feelings and hearing are closely associated in the brain, so pamper yourself with music you enjoy. If music is important to you, make it part of every day.

**Make music.** Making music also is a good way to help yourself feel better. Even drums and other rhythmic instruments can relieve tension and increase well-being.

**Sing.** Singing fills your lungs with fresh air and raises the spirits. Sing along with favorite music at the top of your lungs when you are driving your car or taking a shower. Belt out your favorite songs from childhood.



# Self-Care Tips

**Self-care means taking time to do things you enjoy.** Usually, self-care involves everyday activities that you find relaxing, fun, or energizing. These activities could be as simple as reading a book, or as big as taking a vacation.

**Self-care also means taking care of yourself.** This means eating regular meals, getting enough sleep, caring for personal hygiene, and anything else that maintains good health.

**Make self-care a priority.** There will always be other things to do, but don't let these interrupt the time you set aside for self-care. Self-care should be given the same importance as other responsibilities.

**Set specific self-care goals.** It's difficult to follow through with vague goals, such as "I will take more time for self-care". Instead, try something specific, such as "I will walk for 30 minutes every evening after dinner".

**Make self-care a habit.** Just like eating one apple doesn't eliminate health problems, using self-care just once won't have much effect on reducing stress. Choose activities that you can do often, and that you will stick with.

**Set boundaries to protect your self-care.** You don't need a major obligation to say "no" to others—your self-care is reason enough. Remind yourself that your needs are as important as anyone else's.

**A few minutes of self-care is better than no self-care.** Set an alarm reminding you to take regular breaks, even if it's just a walk around the block, or an uninterrupted snack. Oftentimes, stepping away will energize you to work more efficiently when you return.

**Unhealthy activities don't count as self-care.** Substance use, over-eating, and other unhealthy behaviors might hide uncomfortable emotions temporarily, but they cause more problems in the long run.

**Keep up with self-care, even when you're feeling good.** Doing so will keep you in a healthy routine. Plus, self-care might be part of the reason *why* you're feeling good!



# Self-Care Assessment

Adapted from Saakvitne, Pearlman, & Staff of TSI/CAAP (1996). *Transforming the pain: A workbook on vicarious traumatization*. Norton.

The following worksheet for assessing self-care is not exhaustive, merely suggestive. Feel free to add areas of self-care that are relevant for you and rate yourself on how often and how well you are taking care of yourself these days.

When you are finished, look for patterns in your responses. Are you more active in some areas of self-care but ignore others? Are there items on the list that make you think, "I would never do that"? Listen to your inner responses, your internal dialogue about self-care and making yourself a priority. Take particular note of anything you would like to include more in your life.

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

- 3 = I do this well (e.g., frequently)
- 2 = I do this OK (e.g., occasionally)
- 1 = I barely or rarely do this
- 0 = I never do this
- ? = This never occurred to me

## Physical Self-Care

- \_\_\_\_\_ Eat regularly (e.g. breakfast, lunch, and dinner)
- \_\_\_\_\_ Eat healthily
- \_\_\_\_\_ Exercise
- \_\_\_\_\_ Get regular medical care for prevention
- \_\_\_\_\_ Get medical care when needed
- \_\_\_\_\_ Take time off when sick
- \_\_\_\_\_ Get massages
- \_\_\_\_\_ Dance, swim, walk, run, play sports, sing, or do some other fun physical activity
- \_\_\_\_\_ Take time to be sexual - with myself, with a partner
- \_\_\_\_\_ Get enough sleep
- \_\_\_\_\_ Wear clothes I like
- \_\_\_\_\_ Take vacations
- \_\_\_\_\_ Other:

## Psychological Self-Care

- \_\_\_\_\_ Take day trips or mini-vacations
- \_\_\_\_\_ Make time away from telephones, email, and the Internet
- \_\_\_\_\_ Make time for self-reflection
- \_\_\_\_\_ Notice my inner experience - listen to my thoughts, beliefs, attitudes, feelings
- \_\_\_\_\_ Have my own personal psychotherapy
- \_\_\_\_\_ Write in a journal
- \_\_\_\_\_ Read literature that is unrelated to work
- \_\_\_\_\_ Do something at which I am not expert or in charge
- \_\_\_\_\_ Attend to minimizing stress in my life
- \_\_\_\_\_ Engage my intelligence in a new area, e.g., go to an art show, sports event, theatre
- \_\_\_\_\_ Be curious



- \_\_\_\_\_ Say no to extra responsibilities sometimes
- \_\_\_\_\_ Other:

### **Emotional Self-Care**

- \_\_\_\_\_ Spend time with others whose company I enjoy
- \_\_\_\_\_ Stay in contact with important people in my life
- \_\_\_\_\_ Give myself affirmations, praise myself
- \_\_\_\_\_ Love myself
- \_\_\_\_\_ Re-read favorite books, re-view favorite movies
- \_\_\_\_\_ Identify comforting activities, objects, people, places and seek them out
- \_\_\_\_\_ Allow myself to cry
- \_\_\_\_\_ Find things that make me laugh
- \_\_\_\_\_ Express my outrage in social action, letters, donations, marches, protests
- \_\_\_\_\_ Other:

### **Spiritual Self-Care**

- \_\_\_\_\_ Make time for reflection
- \_\_\_\_\_ Spend time in nature
- \_\_\_\_\_ Find a spiritual connection or community
- \_\_\_\_\_ Be open to inspiration
- \_\_\_\_\_ Cherish my optimism and hope
- \_\_\_\_\_ Be aware of non-material aspects of life
- \_\_\_\_\_ Try at times not to be in charge or the expert
- \_\_\_\_\_ Be open to not knowing
- \_\_\_\_\_ Identify what is meaningful to me and notice its place in my life
- \_\_\_\_\_ Meditate
- \_\_\_\_\_ Pray
- \_\_\_\_\_ Sing
- \_\_\_\_\_ Have experiences of awe
- \_\_\_\_\_ Contribute to causes in which I believe
- \_\_\_\_\_ Read inspirational literature or listen to inspirational talks, music
- \_\_\_\_\_ Other:

### **Relationship Self-Care**

- \_\_\_\_\_ Schedule regular dates with my partner or spouse
- \_\_\_\_\_ Schedule regular activities with my children
- \_\_\_\_\_ Make time to see friends
- \_\_\_\_\_ Call, check on, or see my relatives
- \_\_\_\_\_ Spend time with my companion animals
- \_\_\_\_\_ Stay in contact with faraway friends
- \_\_\_\_\_ Make time to reply to personal emails and letters; send holiday cards
- \_\_\_\_\_ Allow others to do things for me
- \_\_\_\_\_ Enlarge my social circle
- \_\_\_\_\_ Ask for help when I need it
- \_\_\_\_\_ Share a fear, hope, or secret with someone I trust
- \_\_\_\_\_ Other:



### **Workplace or Professional Self-Care**

- \_\_\_\_\_ Take a break during the workday (e.g., lunch)
- \_\_\_\_\_ Take time to chat with co-workers
- \_\_\_\_\_ Make quiet time to complete tasks
- \_\_\_\_\_ Identify projects or tasks that are exciting and rewarding
- \_\_\_\_\_ Set limits with clients and colleagues
- \_\_\_\_\_ Balance my caseload so that no one day or part of a day is "too much"
- \_\_\_\_\_ Arrange work space so it is comfortable and comforting
- \_\_\_\_\_ Get regular supervision or consultation
- \_\_\_\_\_ Negotiate for my needs (benefits, pay raise)
- \_\_\_\_\_ Have a peer support group
- \_\_\_\_\_ (If relevant) Develop a non-trauma area of professional interest

### **Overall Balance**

- \_\_\_\_\_ Strive for balance within my work-life and work day
- \_\_\_\_\_ Strive for balance among work, family, relationships, play, and rest

### **Other Areas of Self-Care that are Relevant to You**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Retrieved 8/6/2010 from

[http://www.ballarat.edu.au/aasp/student/sds/self\\_care\\_assess.shtml](http://www.ballarat.edu.au/aasp/student/sds/self_care_assess.shtml) and adapted by Lisa D. Butler, Ph.D.)



# Self-Care Assessment

**Self-care** activities are the things you do to maintain good health and improve well-being. You'll find that many of these activities are things you already do as part of your normal routine.

In this assessment you will think about how frequently, or how well, you are performing different self-care activities. The goal of this assessment is to help you learn about your self-care needs by spotting patterns and recognizing areas of your life that need more attention.

There are no right or wrong answers on this assessment. There may be activities that you have no interest in, and other activities may not be included. This list is not comprehensive, but serves as a starting point for thinking about your self-care needs.

|          |                                 |   |
|----------|---------------------------------|---|
| <b>1</b> | I do this poorly                | I do this rarely or not at all          |
| <b>2</b> | I do this OK                    | I do this sometimes                     |
| <b>3</b> | I do this well                  | I do this often                         |
| <b>★</b> | I would like to improve at this | I would like to do this more frequently |

## 1 2 3 ★ **Physical Self-Care**

|                          |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eat healthy foods  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Take care of personal hygiene  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exercise   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wear clothes that help me feel good about myself                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eat regularly  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Participate in fun activities (e.g. walking, swimming, dancing, sports)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Get enough sleep   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Go to preventative medical appointments (e.g. checkups, teeth cleanings) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rest when sick   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overall physical self-care   |



# Self-Care Assessment

## 1 2 3 ★ Psychological / Emotional Self-Care

- |                          |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Take time off from work, school, and other obligations                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Participate in hobbies  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Get away from distractions (e.g. phone, email)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Learn new things, unrelated to work or school                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Express my feelings in a healthy way (e.g. talking, creating art, journaling) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recognize my own strengths and achievements                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Go on vacations or day-trips  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do something comforting (e.g. re-watch a favorite movie, take a long bath)    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Find reasons to laugh   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Talk about my problems  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overall psychological and emotional self-care                                 |

## 1 2 3 ★ Social Self-Care

- |                          |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Spend time with people who I like                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Call or write to friends and family who are far away |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have stimulating conversations                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meet new people                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Spend time alone with my romantic partner            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ask others for help, when needed                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do enjoyable activities with other people            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have intimate time with my romantic partner          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Keep in touch with old friends                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overall social self-care                             |



# Self-Care Assessment

## 1 2 3 ★ Spiritual Self-Care

☐☐☐☐

Spend time in nature

☐☐☐☐

Meditate

☐☐☐☐

Pray

☐☐☐☐

Recognize the things that give meaning to my life

☐☐☐☐

Act in accordance with my morals and values

☐☐☐☐

Set aside time for thought and reflection

☐☐☐☐

Participate in a cause that is important to me

☐☐☐☐

Appreciate art that is impactful to me (e.g. music, film, literature)

☐☐☐☐

Overall spiritual self-care

## 1 2 3 ★ Professional Self-Care

☐☐☐☐

Improve my professional skills

☐☐☐☐

Say “no” to excessive new responsibilities

☐☐☐☐

Take on projects that are interesting or rewarding

☐☐☐☐

Learn new things related to my profession

☐☐☐☐

Make time to talk and build relationships with colleagues

☐☐☐☐

Take breaks during work

☐☐☐☐

Maintain balance between my professional and personal life

☐☐☐☐

Keep a comfortable workspace that allows me to be successful

☐☐☐☐

Advocate for fair pay, benefits, and other needs

☐☐☐☐

Overall professional self-care



## Fun Mindful Eating

When we slow down and enjoy our food, we notice many things.

Eating breakfast, lunch, or even a snack involves many sensations!

Mindful eating means paying attention to what you:

- SMELL
- TASTE
- FEEL
- HEAR and
- SEE

...when you eat.

Let's try it out!



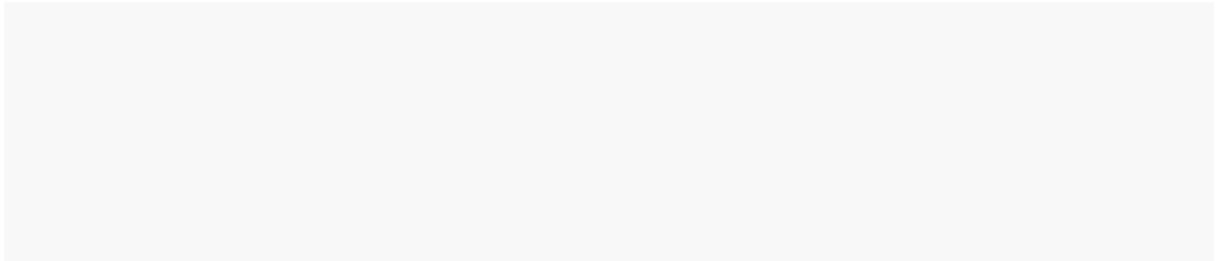
| When you sit down to eat a snack...     |   |   |  |                                     |
|---|---|---|--|-------------------------------------|
| What does it smell like?                | How does it feel?                               | How does it taste?  | What sounds does it make?                              | How does it look?                   |
|   |   |   |  |                                     |
| What kind of smell does your food have? | Does your food feel rough? Bumpy? Smooth? Soft? | What flavors can you spot? Does the flavor stay the same or change? | Is there any sound when you eat your food? What is it? | What shapes and colors can you see? |

Did you notice anything new, that you haven't noticed before?

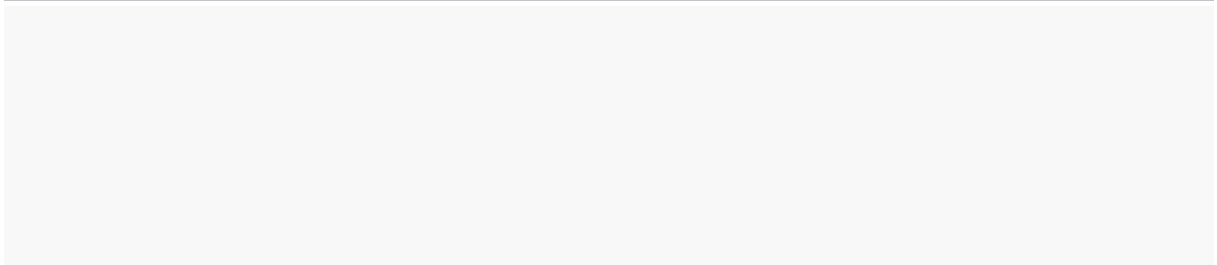


**When you tried mindful eating...**

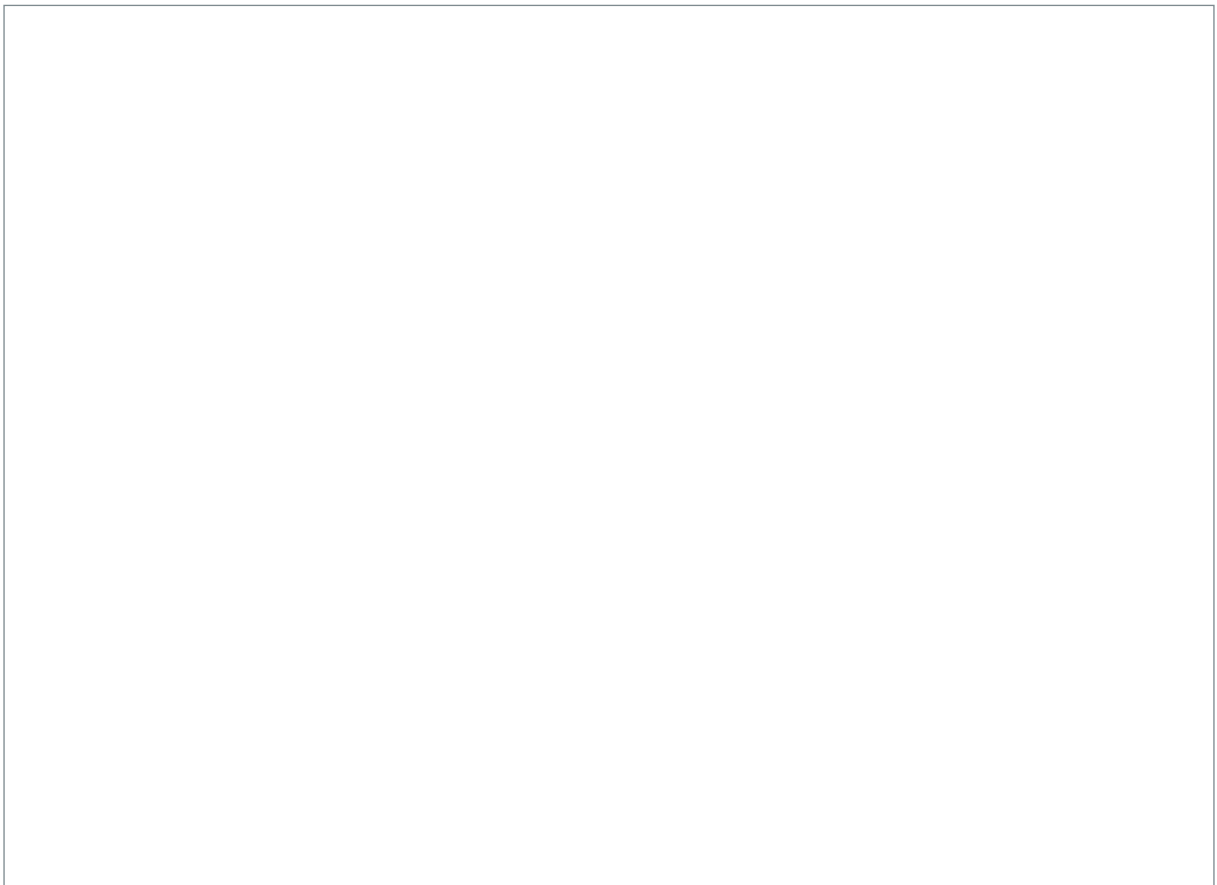
**What did you enjoy most about your food?**



**What do you feel thankful for?**



**Draw your meal or snack in the box below!**





# Emergency Self-Care Worksheet

*Why do I need to do this?* It is very hard to think of what to do for yourself when things get tough. It is best to **have a plan ready** for when you need it.

*What should be in it?* You need to consider 3 general areas: what to do, what to think, and what to avoid.

## 1. Make a list of what you can do when you are upset that will be good for you.

- a. What will help me relax?

For example,

- Breathing, Muscle relaxation, Music
- Reading for fun, watching a movie
- Exercising, Taking a walk

- b. What do I like to do when I'm in a good mood? \_\_\_\_\_

- List all the things you like to do so you remember what they are when you need to think of something to do.

- c. What can I do that will help me throughout the day? \_\_\_\_\_

For example,

- Avoid too much caffeine if feeling anxious
- Remember to breathe
- Watch my thoughts
- Stay in the moment

- d. Other: What else do YOU need to do that is specific to YOU? \_\_\_\_\_

## 2. Make a list of people you can contact if you need support or distraction.

For example, your best friend, other friends, sibling, parent, grandparent, other relative, therapist, priest/minister/rabbi/imam, etc.

- a. Divide the list of people into categories by asking yourself the following questions:

- Who can I call if I am feeling depressed or anxious?
- Who can I call if I am lonely?
- Who will come over to be with me if I need company?
- Who will listen?
- Who will encourage me to get out of the house and do something fun?
- Who will remind me to follow my self-care plan?
- Other:

## 3. Next, make a list of positive things to say to yourself when you are giving yourself a hard time.



Example of negative self-talk:

- “I got a B- on the paper; that proves that I shouldn’t be in graduate school.”  
CHANGE to: “That is a good grade. I will work on getting a better one.”
- “I do not understand research methods, I am so dumb.” CHANGE to: “A lot of students are having a problem with this course. Maybe we should start a study group to help each other.”
- “I can’t get all this work done. I should just drop out.” CHANGE to: “I will develop a schedule so that I can get this all done.” “I can check with other students for ideas.” “I can get some feedback from the professors that might help me do the assignments.”

You get it. Try to think about what you would say to a client with the same struggling and apply it to yourself.

4. **Next, make a list of who and what to avoid when you are having a hard time.**

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Example of people to avoid:

- My boy(girl)friend broke up with me. I will not call my sister as she always hated him. She’ll be happy he’s gone.
- I didn’t get my assignment in on time and I’m worried about my grade. I will not call my dad. He is a stickler for doing things in advance so that they are never late. He’ll just give me a hard time.
- I am discouraged about my grades. I won’t call my best friend because she’ll just tell me not to worry about it and to quit school if it’s such a hassle.

You get this too. Not everyone can be supportive or helpful with every situation. Go to the ones who can be supportive about the specific issues you are dealing with.

Examples of things to avoid:

- I should not stay in the house all day.
- I should not stay in bed all day.
- I should open the shades and let the light in.
- I should not listen to sad music.
- I should not drink too much alcohol.
- Other:

Again, you get it.

5. **Write this plan on a 3x5” card. Keep it in your purse/wallet (and on your phone if you can).  
Look at it often. Add any good ideas to it whenever you can. USE IT!**

(Prepared by Elaine S. Rinfrette, PhD, LCSW-R)




## Developing Your Support System

*Social support system* refers to a network of people – friends, family, and peers – that we can turn to for emotional and practical support. At school, fellow students, supportive staff, and faculty may provide assistance, and as we move into our professional careers, our colleagues may also be sources of support. Browse through the sections below to learn more about building and sustaining your support system.

### ON THIS PAGE:

- [Benefits of a Social Support System](#)
- [Sustaining Your Current Relationships](#)
- [Some Ideas for Building Your Social Support System](#)
- [Why It Is Important to Cultivate Your Social Support System Now](#)
- [Starting a Support Group](#)
- [References](#)

### Benefits of a Social Support System

- Research has shown that there are tremendous benefits in having a network of supportive relationships: those with robust social support networks have better health, longer lives, and report higher well-being. Friends and loved ones can make you more resilient in times of stress, setback, or loss and they can also make the good times even better.
- In addition to buffering stress, some friends can even help you identify when you are stressed or distressed – in some cases they may notice it before you do. (See [Identifying Your Breathe Supports](#)  (99 KB) for more information.)
- There are many practical benefits to having supportive relationships, such as knowing people who can provide you with information, advice, guidance, and also tangible support, such as assistance in times of uncertainty. This feature of social support can be comforting and enhance your feelings of security.
- Supportive relationships can also bolster you emotionally when you're feeling down or overwhelmed. Friends and loved ones will listen to your fears, hopes, and dreams, and make you feel seen and understood. They can help you think through alternatives and solve problems, and they can distract from your worries when that is what's really needed. In doing all this they provide encouragement and lower your stress and feelings of loneliness.



### Sustaining Your Current Relationships

Successful relationships require give-and-take. A good rule of thumb is to treat your friends as you want to be treated. In other words, be the friend you want to have. Many factors contribute to healthy, happy relationships.

**Show your appreciation.** Tell your friends and family how important they are to you and thank them for all they give you.

**Stay in touch** through phone calls, texts, and emails; reciprocate invitations.

**Be available when you're needed.** True friends come through when times are tough. Be a good listener and allow your friends to confide freely and without being judged.

**Accept their help.** Some people find it hard to accept support, preferring to be the one always offering it instead. Some may fear becoming dependent or want to maintain their self-image as the "strong" and "together" one. But friends and family





often *want* to feel they have done something *for you*. Let them! Accepting help *can help you*. It also keeps the relationship balanced and lets your friends and loved ones know that they have something to offer that you value.

**Support successes.** When you genuinely care about someone you will be excited when they succeed. If you find yourself feeling a little jealous too, you can acknowledge that to yourself, but don't let it poison your friendship.

**Keep the lines of communication open.** Open, honest communication is the lifeblood of healthy, happy relationships. If a friend does or says something that hurts your feelings, try to deal with it directly. Start by assuming that it is a misunderstanding or that the misstep was unintentional, but ask them about it. (Don't stuff bruised feelings.) Your friend will likely appreciate the opportunity to remedy the situation. Whatever the case, accept apologies graciously (as you would hope others would accept yours).

**Respect needs and limits.** Each person has their own setting for how much social interaction they need and want. Know your own and respect that of others, even if it differs from yours.

**Know when a relationship isn't working for you.** If you find that you are drained whenever you see a particular friend, or that he or she is inconsiderate of your time or feelings, or is unreliable, highly critical of you, or generally negative, they may not be the friend for you. Similarly, if they engage in unhealthy behaviors, such as alcohol or substance abuse, particularly if you have had trouble with such issues, they also may not be a good choice for your social support network.

**Remember, those in your support system should help you reduce stress, not increase it. They should support your goals and efforts to achieve them, not belittle or undermine or ignore them.**

## Some Ideas for Building Your Social Support System

**Volunteer.** Identify a cause that is important to you and get involved; commit some of your time to a community organization or a local place of faith. Volunteering can give you the gratification of taking action to further your values and will bring you into contact with others who share your interests and ideals.

**Take up a sport or join a gym.** This is good for your physical and psychological health and it may also provide the opportunity to build new friendships.

**Start a book club** and invite some people to join who you don't already know well. Discussing interesting ideas and sharing thoughts and observations is a wonderful way to make new friends.

**Meet your neighbors and co-workers.** Make an effort to get to know some of the acquaintances you see on a regular basis.

**Join professional organizations.** Taking this step is good not only for your future career but it will also extend your social network to encompass others in your field. Sometimes friends in the same profession can understand the stresses you face better than anyone.

**Use online resources.** Social networking sites can help you stay connected with friends and family. There are also many sites that can provide specialized support if you are going through stressful times or changing circumstances, such as becoming a new parent, facing a life-threatening illness in a loved one, or some other challenge. Make sure to stick with reputable sites and use common sense about making arrangements to meet people in person that you have only known online.

**"A friend is a present you give yourself."**

-Message in a fortune cookie

## Why It Is Important to Cultivate Your Social Support System Now

We turn to our social supports in times of need, and so they have to be in place *before* we need them. Now is the time to nurture the relationships you already have and to start making more friends. Don't wait! You will enjoy the benefits now and in the future.

## Starting a Support Group

A social support network is different from a *support group* in which people facing common issues share their concerns on a regular basis (and which may be peer or professionally led or free-form), though both can be very important in times of stress. Because we think student peer support can be especially helpful during graduate school, we hope you (if you are a student) will consider joining (or starting) a student support group in your school. (We have provided information on how to do this in [Tips on Starting a Student Support or Discussion Group](#) (81 KB) and the presentation [Why Create a Support Group?](#) (919 KB) [Transcript of [Why Create a Support Group](#) (26 KB)]).





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(Prepared by Lisa D. Butler, PhD)

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