

# ACTION PLAN TIPS

- Be Intentional
  - Deeply understanding your values takes intention, time, and energy. Try to take initiative in considering these values.
- Be Realistic
  - Set goals that are attainable.
- Remain flexible and practice self-compassion
  - If something slips through the cracks or doesn't have the outcome you expected, that's okay.
- Seek Support
  - If you need extra support, seek out a friend or support person.
- Set milestones and celebrate your successes
  - When you achieve your goals, no matter how big or small –CELEBRATE!



# ACTION PLAN

1. What action(s) will you take to accomplish this goal?



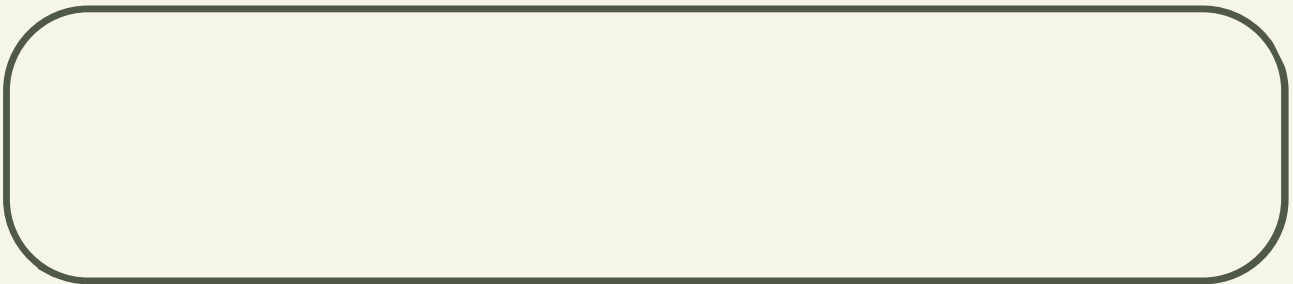
2. When will these actions take place? (i.e., indefinitely, once, weekdays, etc.)



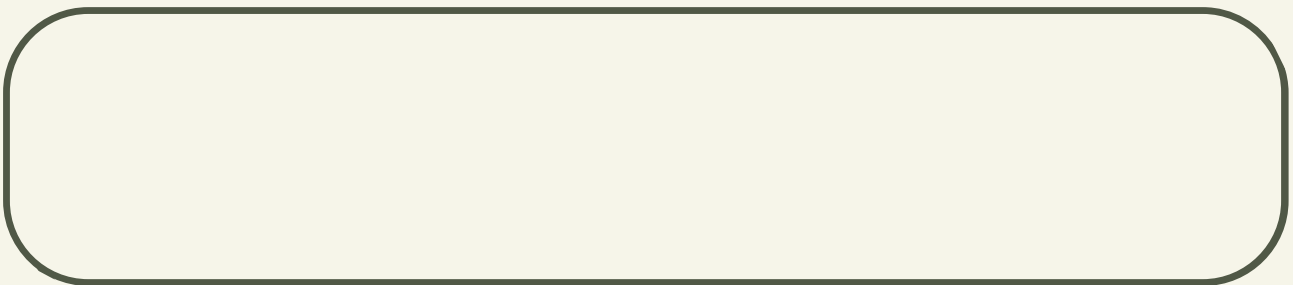
3. Where will these actions take place?



4. With whom will these actions take place? (i.e., alone, with friends, with family, etc.)



5. When you imagine reaching this goal, how will you know when you've achieved this goal and it's time to celebrate?





# SPIRITUAL WELLNESS

- Have a powerful why, why you want to move forward
- Recognize the problems you create for yourself
- Ask 'what' instead of 'why'
  - Stay objective when thinking about the problem
  - Keep yourself future focused
  - Be empowered to make the change
- Learn your undesired coping patterns
  - They'll tip you off when you're avoiding something
- Be realistic and start with what feels manageable
- Schedule the habit you're wanting to change
- Take yourself less seriously
- Be playful
- Mentoring/find a mentor
  - Ask for feedback
- Practice activities that allow you to slow down
  - Mandala making/coloring
  - Meditation
  - Yoga
  - Mindfulness
  - Travel
  - Volunteer
  - Journal

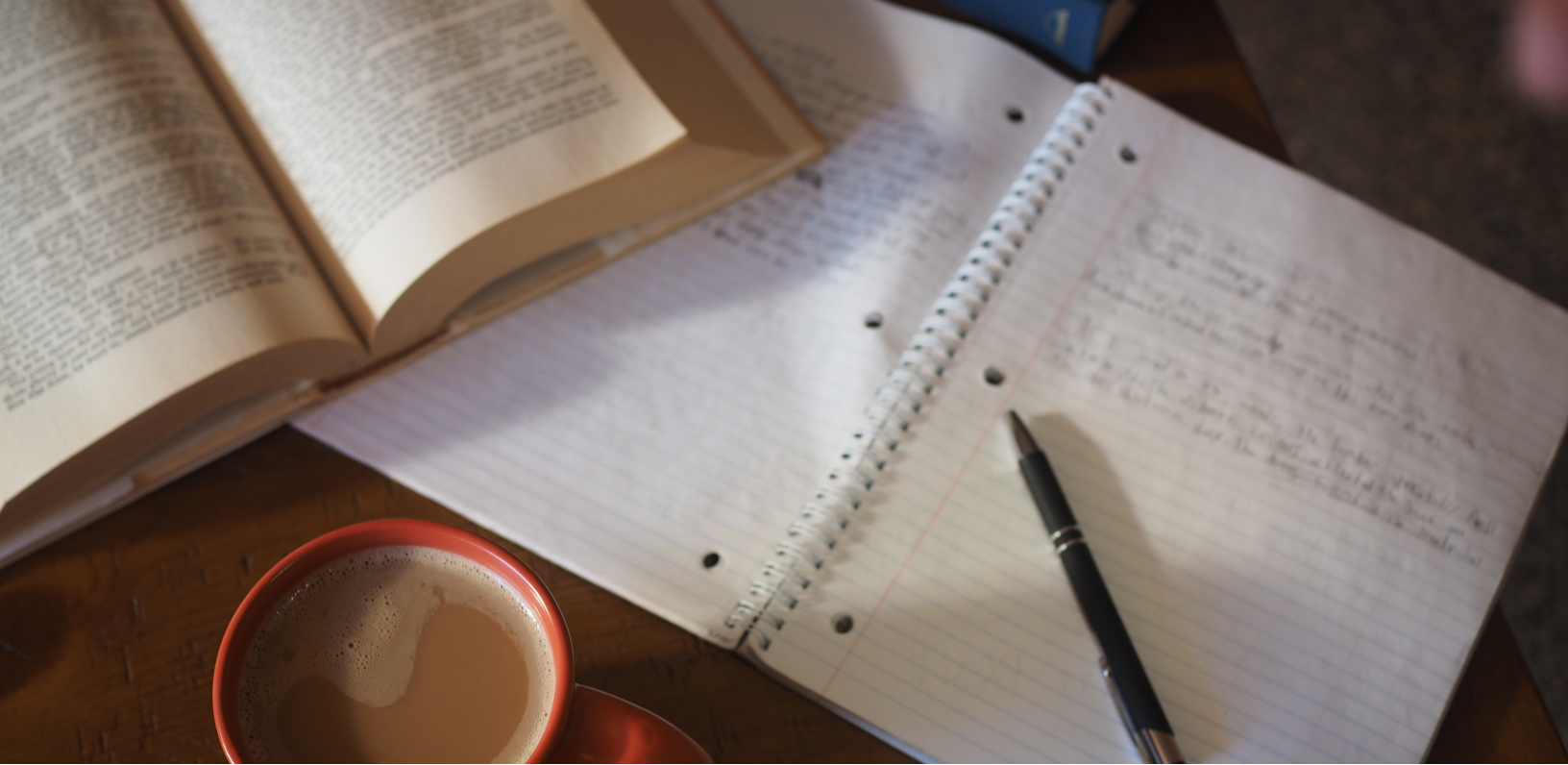




# PHYSICAL WELLNESS

- Try to maintain regular bedtimes and wake-times
  - Try to limit screen time at least an hour before bed
  - Use your bed only for sleeping
- Let go of what people tell you what you “ought to” or “should” do
- Have fun, do what feels good, and don’t overdo it
- Don’t wait for motivation to do something – do it when you think of it
- Integrate movement into your everyday routine
- Stretch throughout the day
- Limit the alcohol and drug consumption
- Stay hydrated
- Avoid diets that require a large lifestyle change
  - Try starting with meatless Monday
  - The best diet to keep is one that fits into your life
  - Intuitive eating can be a good philosophy to explore
- Practice mindfulness while eating so you can listen to your body's signal
- Maintain a steady intake of variety of foods





# INTELLECTUAL WELLNESS

- Listen to interesting, new podcasts (also a great place to practice active listening)
- Pick up a hobby, this is a great way to increase skill set
  - Read for fun
  - Pick up/practice a foreign language
  - Learn/play a musical instrument
  - Crosswords/Sudoku
- Explore different avenues of creativity and artistic expressions
- Keep a journal for your thoughts
- Find something that sparks your creativity
- Revisit a past interest
- Plan a trip for post pandemic, to gain knowledge and appreciation for another culture
- Host a non-serious debate night, everyone can make a power point; topics can include:
  - Who framed Roger Rabbit
  - Which of your friends has the best pet
  - Which of your friends is which comfort food
  - The best reality TV show of all time
  - Hot dogs are really sandwiches



# SOCIAL WELLNESS

- Be mindful of the commitments you make and if they are important to you
  - Be gentle with yourself if you have to cancel plans
- Find people that you have similarities with
  - Foster a social circle that's positive and healthy for you
  - Find friends with similar hobbies
  - Join a group, either in person, through social media, or [meetup.com](#)
- Volunteer for a cause you are passionate about
- Get creative with social activities
- Give yourself permission to do things alone or with others
- You can engage in activities with others or just around others. Even if you're interacting with total strangers, the occasional wave or side conversation can help maintain social wellness
- Plan a regular "date" with a friend, family member, or partner
- Practice active listening
- Hone in on your communication skills
- Take care of yourself before caring for others





# EMOTIONAL WELLNESS

- Take time for self reflection
- Name your emotion(s) in the moment  
If you can't put your finger on an emotion that fits, try using an emotion wheel to put language to your emotions
- Notice where you feel your emotions in your body. Our emotions are a physical experience
  - For instance, are your cheeks warm with embarrassment? Do you have butterflies in your stomach from excitement?
- Start and/or end your day with grounding and breathing exercises
- Practice acceptance of your emotions, from a place of curiosity and kindness toward yourself
  - "If my friend were feeling this way, how would I respond to them?"
  - Ask for help
- Find ways to laugh
  - Watch a funny movie or show
  - Listen to your favorite comedian
  - Spend time with pets
- Write in a journal
- Use deep belly breaths when you're feeling stressed or overwhelmed
- Work on establishing boundaries

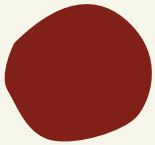
# CLINICIAN'S INSTRUCTIONS



## VALUES DISCOVERY INSTRUCTIONS Page 5

These are questions that you can discuss with your client in order to help them better understand what their values really are. The client can write a story, draw a picture or just talk through their answers for the first four questions.

Using the Values list sheet, the client will choose their 6-8 core values and rank them. Then the client should define each core value in their own words. Finally, the client should assess how aligned they are living with their defined core values.



## VALUES AND DIMENSIONS OF WELLNESS INSTRUCTIONS Page 11 & 12

This worksheet can be used with your client to help them categorize the values they have defined. We have found this exercise can be useful as homework so the client can do it with others.

Once your client has finished categorizing their 6-8 values, you can lead a meaningful discussion with them. Potential discussion questions: Did any of this stand out for you? Did you discover or uncover anything in your process of expounding? Was this exercise challenging for you in any way, or was it easy? What emotions came up when you were categorizing? Any somatic experiences that you think are noteworthy?



## DAILY BUCKETS

Page 13

On this worksheet, ask the client to write one success and one obstacle for each dimension of wellness. After the client has filled the sheet – ask probing “I wonder...” questions, i.e., “I wonder why you haven’t been going to bed at the time you want” and other such questions. These questions could help clients understand value conflicts and dissonance between competing values.



# CLINICIAN'S INSTRUCTIONS



## WELLNESS BULLSEYE WORKSHEET Page 14

Have the client make a mark in each section of the web, marking how far or close they are to living according to their values. Discuss with the client why they marked where they did and what reactions come up for them as they look at their chart. Collect this chart and date it; use a fresh one at the start of each session – after several sessions, you can bring these charts out and display them in chronological order to see how the client's snapshot has changed between each session. Discuss the client's reactions to how it has changed over the course of several sessions.



## PRE-ACTION WORKSHEET Page 16

By thinking from a values perspective and balancing the dimensions of wellness, we are more likely to stop thinking that what we can do is a reflection of who we are but rather that why we do what we do is a reflection of who we are.

By intentionally examining our values through the lens of wellness, we can engage in a more meaningful and fulfilling way to take care of ourselves. Have your client focus on one dimension of wellness – this might be the dimension they feel least in line with according to their Wellness Web. Then, have them follow the instructions below in order to start formulating and visualizing specific goals.

# CLINICIAN'S INSTRUCTIONS

## FOR THE APPENDIX



### 30 DAY GOALS AND HABIT TRACKER WORKSHEET

Page 27 & 28

Use this worksheet to establish possible goals that could become habits for your client. Use the 30 Day Goals sheet to explore new things they want to try: aromatherapy, playing an instrument, meditation, art, physical exercise, etc. After a month check in about progress; what stuck and what could maybe be a habit? Use the habit tracker to try to incorporate these new self-care activities into the client's daily life.



### SWOT WORKSHEET

Page 29

Here are some questions to consider when working with a client:

- Strengths: What advantages do you have that others don't have (for example, skills, certifications, education, values or connections)?
- Weakness: What tasks do you usually avoid because you don't feel confident doing them?
- Opportunities: Where are places you can receive help?
- Threats: What obstacles are you currently facing?



### PRIORITY MATRIX WORKSHEET

Page 30

Using the chart, list out different activities on your to-do list and rate the impact this task has on your life, and the effort each task takes, on a scale from 0 to 10, with 0 being no impact/effort and 10 being maximum impact/effort. Then plot these activities on the matrix to categorize them. Less than 5 will go in "Low Effort/Impact" and above 5 will go in "High Effort/Impact."

- Quick Wins (High Impact, Low Effort) - the most attractive projects, because they give you a good return for relatively little effort.
- Major Projects (High Impact, High Effort) - give good returns, but they are time-consuming.
- Fill-Ins (Low Impact, Low Effort) - These are tasks that can be done when there's time, but don't worry about them too much.
- Thankless Tasks (Low Impact, High Effort) - Try to avoid these activities. Not only do they give little return, they also soak up time.



# 30 DAY GOALS

01	02	03	04	05
06	07	08	09	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

# HABIT TRACKER

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01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

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01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

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# SWOT ANALYSIS

Approaching our goals from a strengths and weaknesses perspective can give us a fuller picture of our goals and helps us come up with the best plan to achieve them. You can use this SWOT analysis to figure out the best plan to move forward, while also giving yourself the opportunity to acknowledging obstacles and to find solutions before they become a problem.

		HELPFUL	HINDERANCE
INTERNAL		STRENGTHS	WEAKNESSES
EXTERNAL		OPPORTUNITIES	THREATS

# PRIORITY MATRIX

Activity	Impact (0-10)	Effort (0-10)

	HIGH EFFORT	LOW EFFORT
HIGH IMPACT	MAJOR PROJECTS	QUICK WINS
LOW IMPACT	THANKLESS TASKS	FILL-IN

# NOTES



# NOTES

# THANK YOU!

Colorado Spirit's *mission* is to promote resilience, empowerment, and wellness by strengthening partnerships and focusing on communities impacted by the pandemic. We foster positive change within the community and support individuals in taking a proactive approach to mental health.

Our *vision* is to leave behind a legacy of improved coping skills, educational and resource materials, and enhanced community partnerships.

We offer:

- Individual Support
- Group Support
- Assessment, referral
- Resource linkage
- Public education
- And more!



**Jefferson Center's Colorado Spirit Team**  
(serving Jefferson, Gilpin, and Clear Creek Counties):



[co\\_spirit@jcmh.org](mailto:co_spirit@jcmh.org)

<https://cospirit.org>

720-731-4689

**Jefferson Center:**

303-425-0300

<https://www.jcmh.org>

**Colorado Wide:**

<https://www.coloradospiritccp.com>