

COUNSELOR

HEAL THYSELF

WELLNESS PLANNER

A COMPANION JOURNAL TO

**IMPOSTER
SYNDROME
NO
MORE**

**AN EMPOWERING CAREER
GUIDE FOR PROFESSIONAL
COUNSELORS**

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Counseling work can be mentally, emotionally and physically demanding and rewarding in ways that few people outside of the profession will understand. It is important to practice self-care, but it is also important to recognize when stressors are related to factors that self-care cannot fix.

The concept of self-care within this planner is not meant to ignore the systemic factors that contribute to counselor burnout. It is intended to serve as a concrete reminder that self-care matters because it is easy to ignore your own needs in the service of others. Self-care is important for providing the best care to your clients, but it is also an important part of prioritizing your own needs so that you can make decisions that best align with your career goals.

In addition to various self-care tools, this planner contains journal prompts for developing your professional identity.

SELF-CARE INTENTIONS

DAILY AFFIRMATIONS

TODAY I AM GRATEFUL FOR

TODAY'S TOP GOALS

01

02

03

SCHEDULE

WATER

SLEEP

MOOD



NOTES

CLOSING DUTIES
TASK LIST

WRAP UP THE WORK WITHOUT LEAVING THINGS HANGING OVER YOUR HEAD. DID YOU FILL OUT YOUR TIMESHEET? COMPLETE YOUR NOTES? RESPOND TO THAT EMAIL? WHAT DO YOU NEED TO DO TO CHECK OUT OF THE OFFICE?

SO MUCH

SELF-CARE

REMINDERS OF COMMON SELF-CARE TASKS THAT ARE HARD FOR COUNSELORS. HOW MANY BOXES CAN YOU CHECK?

PHYSICAL

- STRETCHED
- HYGIENE ROUTINE
- ATE A REAL MEAL
- TOOK MEDS/VITAMINS
- RESTFUL SLEEP

MENTAL

- TOOK LUNCH BREAK
- MEDITATION
- SOMETHING FUN
- JOURNALING
- SOMETHING CREATIVE

SOCIAL

- REACH OUT TO A FRIEND
- ACCEPT AN INVITE
- TIME WITH FAMILY
- TIME WITH PETS
- CELEBRATIONS

SPIRITUAL

- TIME IN NATURE
- JOURNALING
- BREATHWORK
- VOLUNTEER WORK
- PERSONAL GROWTH

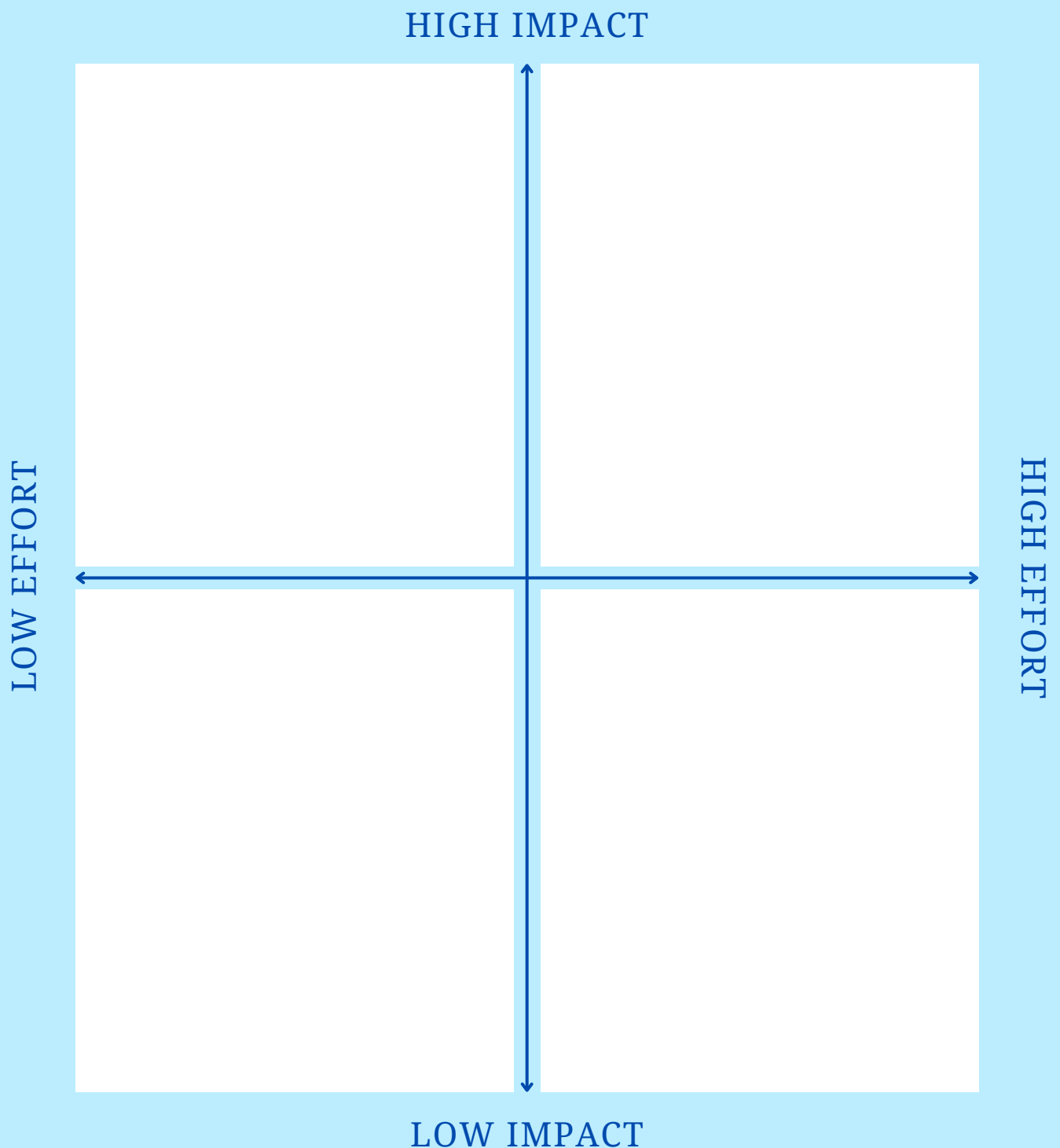
SMART GOALS

YOU USE THIS EVERYDAY WITH CLIENTS-
TIME TO APPLY IT TO YOURSELF

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> HOW MUCH OF A PRIORITY IS THIS?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	

COMPETING PRIORITIES

YOU CAN'T DO IT ALL
THE ACTION PRIORITY MATRIX IS A GREAT WAY TO
VISUALIZE WHAT TASKS TAKE PRIORITY OVER OTHERS,
AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS
THEM. WHAT DO YOU HAVE TO DO? WHAT CAN WAIT?



7 DAY

HABIT TRACKER

IT IS EASY TO FORGET TO TAKE CARE OF YOURSELF WHEN YOU ARE SO BUSY TAKING CARE OF OTHERS. TRACKING YOUR SELF-CARE HABITS CAN BE HELPFUL FOR REMINDERS AND REFLECTIONS.

WEEK OF: _____

SELF-CARE GOAL

	(S)	(M)	(T)	(W)	(T)	(F)	(S)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFLECTION NOTES

COUNSELOR SKILLS

ON A SCALE OF 1-10, RATE YOUR SKILL LEVEL IN EACH AREA REFLECTING ON WHAT WENT WELL AND WHAT YOU WOULD LIKE TO IMPROVE. 1= LOW/NEEDS WORK AND 10=MASTERED.

SKILL	SCALE 1-10	STRENGTHS AND CHALLENGES	MY GOALS
ACTIVELY LISTENING/ ATTENDING SKILLS			
OPEN ENDED QUESTIONS			
INTENTIONAL SILENCE			
CHALLENGING THOUGHTS AND BELIEFS			
USE OF SELF- DISCLOSURE			
DOCUMENTATION			

C.E.U. &

TRAINING TRACKER

MAKE NOTE OF ANY TRAININGS YOU HAVE ATTENDED OR
CERTIFICATES EARNED

<input type="checkbox"/>	_____
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THE ROAD TO LICENSURE

FIRST

THIS GOES WITHOUT SAYING BUT FIRST YOU WILL NEED A MASTER'S DEGREE.



THEN

CHECK OUT YOUR STATE BOARD'S WEBSITE TO REVIEW REQUIREMENTS.



ALSO

PLAN FOR COSTS—EXAMS, SUPERVISION & LICENSURE FEES.



PLUS

GET REQUIRED CLINICAL HOURS AND EXPERIENCE. (2-3 YEARS)



AND

HAVE YOUR SUPERVISOR SIGN ALL REQUIRED DOCUMENTS.



AND

TAKE REQUIRED EXAMS.



FINALLY

APPLY FOR LICENSURE.



AT A GLANCE

LICENSE NUMBER

NPI NUMBER

NCC NUMBER

CAQH LOGIN

**MALPRACTICE
POLICY NUMBER**

COUNSELOR HEAL THYSELF

SELF-CARE HABITS

s m t w t f s

COUNSELOR FREE THYSELF

IS IT SOMETHING YOU CONTROL?

YES

NO

IT'S LIKELY PROBLEM SOLVING. TRY A SELF-SOOTHING COPING SKILL.

DID A CLIENT SUFFER BECAUSE OF YOU?

YES

DID YOU BREAK THE LAW OR ETHICAL CODE?

YES

SEEK SUPERVISION

NO

SEEK SUPERVISION

NO

IS IT RELATED TO BUREAUCRACY?

YES

BUREAUCRACY IS FRUSTRATING. TRY SELF-SOOTHING FOR STRESS MANAGEMENT.

NO

GIVE YOURSELF GRACE. YOU ARE LEARNING.



SESSION TRACKER

	APPT	SHOW OR NO SHOW	TIME	NOTE DONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

JOURNAL PROMPTS

**FOR COUNSELOR
IDENTITY**

WHAT ARE YOUR PROFESSIONAL GOALS?

WHERE ARE YOU IN THE LICENSURE PROCESS? HOW ARE YOU FEELING ABOUT IT?

BRAIN DUMP-PART 2

LOOK BACK AT PART 1. WHAT STRESSORS ARE THINGS THAT ARE ABOUT YOU? WHAT ARE SYSTEMIC? WHAT WOULD BE BETTER IF YOU HAD APPROPRIATE SUPPORT?
