

Self-care Toolkit

What is the Self-care Toolkit? The Self-care Toolkit offers a collection of wellbeing and resiliency “tools” that can be used to build or enhance a self-care practice. Self-care focuses on supporting your mental, emotional, physical, social, and spiritual health. These resources have been curated from library systems and mental health organizations. They include assessments, infographics, and informational presentations aimed to build resilience and navigate the unique challenges and demands of library work. These resources are intended to complement CML’s mental health benefits. ***These tools are not intended to be a replacement for medical or behavioral health interventions.***

Why does Self-care matter? Studies have shown that regularly using a variety of self-care resources fosters resiliency, enhances coping skills, and promotes overall well-being. According to a 2023 OhioNet Library Worker Wellbeing Survey, respondents selected wellness and resiliency training as a key area of “Most valued form of wellbeing support”. CML staff have also expressed interest in leveraging resiliency tools to help reduce the effects of stress common in public service.

How do I use the Self-care Toolkit?

Staff: Explore these optional resources at your own speed, allowing yourself the time to contemplate your needs and uncover tools that can enhance your wellbeing. You can start and stop as needed and use over the long-term or as specific needs arise. We recommend utilizing one of the assessments to identify areas where you can start your self-care journey.

Managers: You are encouraged to explore these resources to support your own wellbeing. Additionally, the toolkit is a resource you can share with your staff who self-disclose a need for support or show signs of stress or burn-out. Consider highlighting or discussing any of these resources at staff meetings.

Contents

[Matrix - Employee Assistance Program](#)

Support services including confidential counselling are provided at no cost to staff and family members living in their household. CML code: CML624 **mobile app available*

[Self-Care Assessment & Action Plan](#)

Interactive tool to guide reflection on areas of self-care to develop or continue. Source: Brooklyn Public Library **includes assessment activity*

[Eight Dimensions of Wellness Guide](#)

Use the Wheel of Wellness and self-assessment tool to reflect and gain clarity on incorporating solutions for a healthy life. Source: Substance Abuse and Mental Health Services Administration (SAMHSA) **includes assessment activity*

[Eight Dimensions of Wellness Handout](#)

Infographic of the Eight Dimensions of Wellness; Source: Substance Abuse and Mental Health Services Administration (SAMHSA)

[Headspace for CML Overview and Enrollment](#)

Learn how to access complimentary premium content in the headspace app to practice mindfulness, meditation, movement and improved sleep. Build skills in these areas to help you navigate life’s everyday challenges. **mobile app available*

[Creating a Healthier Life: A Step by Step Guide to Wellness](#)

Explore the 8 dimensions of wellness, then create a plan on how to invest in each area to improve overall wellness. Source: Substance Abuse and Mental Health Services Administration (SAMHSA)
**includes assessment activity*

[Self-Care for Black, Indigenous, and People of Color](#)

Article exploring the complexities of self-care for BIPOC professionals, staff, and students. Includes strategies from ethnically diverse psychologists on how to incorporate one's community, values, and culture into self-care. Source: California State University Northridge and American Psychological Association

[Emotional Labor & Wellness in Customer Service](#)

Presentation slides created by the CML Adult Services team which introduces the concept of emotional labor in customer service and offers elements of self-care.

[Importance of Self Care and Stress Inoculation Overview](#)

Presentation slides with information to learn how to manage your own stress so you can help others manage their stress through the art Stress Inoculation. Source: Institute for Disaster Mental Health, SUNY at New Paltz

[Stress Inoculation Flowchart Handout](#)

Infographic of stress inoculation flowchart; Source: Institute for Disaster Mental Health, SUNY at New Paltz

[Self-Care: How to Increase Productivity While Avoiding Burn-out](#)

Presentation slides to help library staff identify signals of physical, behavioral, and emotional barriers that lead to burnout. Learn how to adopt self-care techniques at work. Source: Brooklyn Public Library

[Psychological First Aid Overview Slides](#)

Presentation slides to learn about the importance of psychological first aid and how you can apply it to support yourself and others following incidents or stressful situations Source: Institute for Disaster Mental Health, SUNY at New Paltz

[Psychological First Aid Elements Handout](#)

Infographic of the Psychological First Aid Elements; Source: Institute for Disaster Mental Health, SUNY at New Paltz

[Self-Care After an Incident Overview](#)

Create a plan for how you will deal with your own emotions and also support colleagues after an incident or crisis de-escalation. Source: Institute for Disaster Mental Health, SUNY at New Paltz

[Empowered Self-Care: From Sinking to Swimming](#)

Presentation slides created by a Columbus area social worker; this is a guide to remind the "helpers" to care for themselves so they can continue to help others. Source: Amber Harris, M.Ed., LSW

If you have a tool you would like to share or feedback on any of these resources, please contact training@columbuslibrary.org.