



**Family Therapy  
Personal and Executive Coaching  
Professional Speaking**

**Andrea Bishop  
828-687-9998**

3175 Sweeten Creek Road, Suite 3 Asheville, NC 28803

### *Top Tips for Self Care*

1. “An empty pitcher cannot provide” You must take care of yourself to be truly available to help others.
2. Use a buddy as an accountability coach to help you follow through on 1 new self care commitment this month. Post your goal where you will have to see it and move it daily.
3. Planning yields a 500% return on investment, plan your daily goals the night before and let your subconscious mind work on them while you sleep.
4. Ask yourself – “What 1 thing, accomplished today, would make me feel like today was a success?” Then make it happen!
5. Who do you know who gets a lot done (and has boundaries!)? Ask them for productivity tips. Ex. I block time for projects and “hide”: I turn my cell and email off, close my door and let staff know when I will be available later.
6. Just say “no.”
7. In every interaction, we are either adding to or removing from the “buckets” of others. Appreciate yourself, then appreciate others and it will add to both of your buckets! A 3 to 1 ratio of positive to negative interactions at work keeps productivity and morale high (Gottman). Start the “drop in the bucket” program at your office ([How Full is your Bucket Book](#)).
8. Be kind and fair to yourself. Ask: What would I say to a friend in this situation? Ask a colleague you trust to help you stay realistic about what to expect out of yourself.
9. Speak up! If you don’t ask for what you want and need you probably won’t get it. Remember, most people feel good when they help you! Ask!
10. Hire a coach or start a peer coaching group in your workplace or neighborhood.