



Self-Care and Wellbeing for Women Leaders: Worksheet

This worksheet is designed to help you to reflect on your current wellbeing practices as a leader.

You don't need to spend hours filling it out, simply use it as a tool for identifying areas where you're already supporting your wellbeing, as well as areas where you may need to focus more attention.

Think of this as a quick, practical exercise for gaining clarity on how to build resilience and prevent burnout, ensuring that you're set up to thrive, not just survive, in your leadership journey.

This worksheet can be used with our article, [Essential Self-care for Women Leaders](#).

Step 1: Self-Awareness and Reflection

1. Identify Your Stress Triggers

- What situations, people, or tasks tend to make you feel stressed or overwhelmed?
- Do you notice certain patterns, like specific times of the day or week when stress peaks?
- Reflect on a recent stressful situation. What triggered your feelings of stress?

2. Perfectionism and Imposter Syndrome

- Do you often feel like you must do everything perfectly? If so, how does this impact your ability to delegate tasks or ask for help?
- Have you experienced moments of imposter syndrome (feeling like you're not qualified or deserving of your position)? How has this affected your decisions at work?

Action Step: What are two things you can do to ease these internal pressures and be kinder to yourself?



Step 2: Setting Boundaries and Managing Time

1. Work-Life Boundaries

- Do you check work emails or take work calls outside of your office hours?
- How often do you prioritize personal or family time over work tasks?
- What are your non-negotiables when it comes to work-life balance (for example, evenings with family, personal hobbies)?

Action Step: Write down one boundary you can set this week to protect your personal time.

2. Delegation and Support Networks

- Are you holding onto tasks or responsibilities that could be delegated to someone else on your team?
- Do you have a mentor, colleague, or trusted advisor you can turn to when feeling stressed or overwhelmed?

Action Step: List one task you can delegate this week and one person you can reach out to for support.



Step 3: Health and Self-Care

1. Physical Health

- How many hours of sleep do you typically get each night?
- What's one simple, manageable change you can make to improve your physical health (for example, walking 10 minutes each day, drinking more water)?

2. Mental Health and Mindfulness

- How do you currently take care of your mental health (e.g., mindfulness, therapy, meditation)?
- What's one mindfulness practice or relaxation technique you'd like to try or incorporate more regularly?

Action Step: Schedule a 10–15-minute daily activity that promotes mental or physical health.

Step 4: Managing Overwhelm and Burnout Prevention

1. Recognizing Overwhelm

- What are the warning signs that you're feeling overwhelmed (for example, trouble focusing, irritability, fatigue)?
- How often do you feel like there's simply too much on your plate?

2. Practical Strategies for Calming Overwhelm

- When was the last time you took a break or vacation? How did it make you feel?
- What's one small step you can take right now to reduce feelings of overwhelm (for example, stepping away from work for a quick walk, asking for help)?

Action Step: Create a “calm plan” by writing down three go-to strategies that help you feel more grounded when stress builds up.



Step 5: Creating a Resilient Routine

1. Daily Routine

- What does your typical day look like, and where do self-care activities fit in (if at all)?
- What's one self-care activity you can incorporate into your daily routine to ensure you're prioritizing your wellbeing?

2. Reflection and Journaling

- How do you currently reflect on your workday? Do you have any journaling or reflection practices?
- What's one question you could ask yourself at the end of each day to check in with your mental and emotional state?

Action Step: Write a reflection prompt for yourself to use at the end of each workday (for example, "What went well today, and how did I take care of myself?").

Step 6: Long-Term Vision

1. Career Longevity

- What do you want your leadership journey to look like over the next 5-10 years?
- How will prioritizing your wellbeing help you achieve this vision?

2. Inspiring Future Leaders

- How can you model wellbeing and resilience for others in your team or organization?
- What's one message you would want to pass on to the next generation of female leaders about self-care and avoiding burnout?



Final Blueprint Summary

My Top 3 Stress Triggers:

1.

2.

3.

My Wellbeing Non-Negotiables:

1.

2.

3.

My Personal Advisory Board/Support Network:

1.

2.

3.