Self Care & Burnout Prevention Worksheet

Empower Mentors

Prepared by Empower Mentors

Being an NDIS support worker is incredibly rewarding, but it can also be emotionally and physically demanding.

This worksheet helps you stay balanced, healthy, and motivated, so you can keep showing up for others and yourself.

1. Why It Matters

Self-care isn't a luxury — it's part of doing your job well.
When you look after yourself, you can:

- Stay passionate and effective in your role
- Provide higher-quality care for your participants
- Avoid burnout and unnecessary time off work
- Protect your emotional wellbeing and business stability

2. Recognising Burnout Early

Tick any that apply:

Physical Signs	Emotional Signs	Work-Related Signs
□ Constant tiredness or headaches	□ Feeling detached or numb	□ Dreading shifts or calls
□ Trouble sleeping	□ Irritability or mood swings	□ Losing motivation or focus
□ Muscle tension	□ Feeling unappreciated	□ Struggling to set boundaries

If you ticked more than 3 boxes, it might be time to pause and review your self-care plan.

3. Personal Wellbeing Check-In

Rate how you're doing right now.
✓ = Steady ⚠ = Needs attention ✕ = Not going well

Area	✓	⚠	✕	**Notes / What Could Help**
Sleep (7–8 hrs, restful)				
Nutrition (balanced, regular meals)				
Hydration (drinking enough water)				
Physical activity / movement				
Social connection (friends, family, colleagues)				
Joy & fun (hobbies, laughter, creativity)				
Reflection (journaling, therapy, quiet time)				

Look for patterns — if several ⚠ or ✖ appear, focus there first.

4. My Self-Care Plan

List seven things that recharge you, aim to do at least one daily.

#	What Recharges Me	How Often Can I Do This?
1		
2		
3		
4		
5		
6		
7		

5. Breathing Exercises for Stress Relief

4-7-8 Breathing
Inhale through your nose for 4 seconds → Hold for 7 → Exhale through your mouth for 8.
Repeat 3–4 times.

Box Breathing
Inhale 4 Hold 4 Exhale 4 Hold 4.
Repeat until calm.

Diaphragmatic Breathing
Hand on chest, hand on belly.
Inhale deeply into your belly, exhale slowly.
Repeat 5 times.

6. Setting Personal Goals for Growth & Balance

Write down realistic personal or professional goals.

Timeframe	My Goal	First Step
6 months		
1 year		
2 years		
3 years		

Remember: progress is personal, celebrate small wins.

7. Support Network Check-In

List who you can reach out to for connection, feedback, or support.

Name	Relationship / Role	How I'll Stay Connected

8. Reflection & Action Steps

Reflection prompts:

- What signs tell me I'm starting to feel burnt out?
- What helps me reset quickly?
- What boundary can I set this week to protect my wellbeing?

Action checklist:

□ Review your wellbeing and check-in often
□ Schedule at least one self-care activity daily
□ Track your mood and energy regularly

□ Reach out to your support network when needed
□ Revisit this worksheet every few months

Remember

Taking care of yourself is part of taking care of others.
You can’t pour from an empty cup, fill yours first.