Session Goals

- Explain why holistic self-care is important for the online educator.
- Describe a variety of techniques and tips for self-care.
- Practice select complementary modalities.
Conflict of Interest Statement & Disclaimer

- The authors have no known conflicts of interest.
- We have no investment in any of the products or companies mentioned in this presentation.
Importance Self-Care for E-Educator

Lack of Boundaries

+ Overwork

= Lack of Self-Care & Chronic Stress
“feelings of energy depletion or exhaustion;
increased mental distance from one’s job, or feelings of negativism or cynicism related to one’s job; and
reduced professional efficacy.”

(World Health Organization, 2019, para. 3)
50 Quick & Easy Techniques to promote holistic self-care and wellbeing and prevent chronic stress and burnout fallout.
So, take a quick moment to grab a piece of paper or notebook and a pen to jot down some things as we go!
1. Get off to a good start Art!

- Start your day early & make use of typical commute time
- Get your mind into work-mode
2. Keep to your day May-Maintain Regular hours

- Set weekday hours
- Set weekend hours
- Keep boundaries around personal time
3. Organize your day, Jay

- Morning Routine Opening Ceremony
- And, be sure to set aside time for you, Sue (research/scholarship, break, education, etc.).
4. Do hardest work when you are most alert, Bert

National Center for Mental Health Quiz:
https://www.ncmh.info/sleep-quiz/
5. Manage your email Gail

- Delete unimportant
- Triage most important
- Reply now if it takes less than a minute
- Use drafts or dated folder
6. OHIO! Kyle!

OHIO!

- O-Only
- H-Handle
- I-It
- O-Once
7. Meditate Kate

- “meditation is the practice of reaching ultimate consciousness and concentration” (Kaiser Permanente, 2018, pg. 1).
8. Pray Jay

- or devotion to set your world in motion.
- Prayer is a form of meditation.
9. Meditate Kate-Guided Imagery
10. Start Listin’ Tristan

- To-do list
<table>
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<th>Time</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td>Task</td>
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</tbody>
</table>
12. Get in the Zone Sloan

- Music
- Noisli App [https://www.noisli.com/](https://www.noisli.com/)
- Headspace [https://www.headspace.com/](https://www.headspace.com/)
- Calm
- Youtube
13. Turn off Email Alerts, Gert

- Do this when you need to focus
14. Just get Outside Clyde

- Get outside for a bit in the AM, during the day and at the end of the day if you can
15. Mindfulness: Do the One Minute Sit, Brit

Mindfulness is being present in the moment “n. awareness of one’s internal states and surroundings” (American Psychosocial Association, 2022).
16. Focus on Your Breath, Beth!

- Focus on your breath along with what you see, hear, or feel for 1 minute (PsychCentral, 2021)
17. 1-minute Mindfulness, Jess (PsychCentral, 2021)

- Sands of Time: Keep a one-minute hourglass on your desk or set your phone timer
18. Aromatherapy Perry

Use a Diffuser

- **Citrus** is invigorating/energizing/refreshing
- **Lavender** relieves stress, relaxing, facilitates sleep
- **Eucalyptus**-improves concentration, purifies air, decongestion

"essential oil" by wuestenigel is marked with CC BY 2.0
Instructions for how to set up Microsoft Viva: https://docs.microsoft.com/en-us/viva/setup-microsoft-viva

19. Microsoft Viva, Shiva

What impacts your quiet hours
Here’s a breakdown of the activities that tend to impact your time outside of regular working hours.

- Meetings: 23%
- Emails: 77%
- Chats and calls: 0%
“Belly breathing is easy to do and very relaxing, try this basic exercise anytime you need to relax or relieve stress.”
(University of Michigan Health, 2020, How do you do breathing exercises? section)
21. 4-7-8 Breathing is a Pearl, Merl

- Exhale deeply
- Breath in through nose for 4 seconds
- Hold breath for 7 seconds
- Breath out through mouth counting to 8 seconds
- Repeat up to 4 times
22. Block off Some Time to Keep Pace, Grace

- Grading
- Lesson Building
- Scholarship
- Learning
23. Take a break Jake

- Lunch
- Breaks
- Movement
24. Take Entire Break Away, Fey

Apps that lock your computer (enforce breaks)

- **TimeOut** for Mac (free)
- **TimeOut** for Windows (free)
25. Set A Timer to Get Things Done Quick, Mick

- Research
- Writing
- Email
- Creating a new module for a course
- Grading assignments
26. Don’t Beat-up on You, Drew

- Surfing?
- Cyber Monday Shopping?
- Instagramming
- Social media bombing
- Booking a trip
27. 20-20-20 Microbreak for the Eye, Skye

- Every 20 minutes
- Look at something 20 feet away
- For 20 seconds

Eye Care 20 20 20 is a free app for both Apple and Google
28. Gratefulness is Great, Nate

- Write down 3 things you are thankful for each day
29. Don’t Work When You’re Sick, Nic!

- Take sick days
- Take personal days
30. Get Stretchen’, Gretchen
31. Exercise quick, Vick

- 30 Office Exercises to Try Right Now
  https://www.healthline.com/health/fitness/office-exercises#exercises-while-sitting (Healthline, ND)
- 25 Office Exercises: Easy Desk-Friendly Ways to Get Fit in 2022
  https://snacknation.com/blog/office-exercises/
- 7 Seven app
Workout in Your Chair, Claire!
32. Keep Work Separate from Home, Dedicated Space, Chase

- Office
- Spare Bedroom
- Use a screen to section off part of a room if you don’t have a separate room
33. Room with a view Hugh

- Office in a room with a window if possible
- Photos
- Art
- Objects that remind you of a happy time or place
- Good lighting with an attractive lamp
34. Take Your Work Away from Home, Salome

- Library
- Coffee Shop
- Bookstore
35. Switch up your routine Ilene, if it gets well, too routine.

- Exercise time
- Break time
- Move to a different room
- Start and end at a different time
36. You need some healthy food

Jude

- Breakfast (the most important meal of the day!)
- Lunch
- Snacks
- Don’t forget to hydrate!
37. Make Food Ahead, Jed

Make food the night before (or make food for the week on Sunday, here are a few websites to give you some ideas)

- https://tasty.co/article/jesseszewczyk/make-ahead-work-lunches
- https://theeverygirl.com/20-lunches-you-can-meal-prep-on-sunday/
38. Get Some Fresh Air, Blaire

- Open a window or a door if its nice
39. Work in the Sun or Shade, Jade

- If it is a nice day, why not work outside?!
40. Bring the outdoors in, Flynn

- **Houseplants**
  - Positive Well-Being with plants
  - Negative emotions in those without plants

- **Natural light**
  - Work near a window
  - Open your drapes
41. Seek Out and Attend to Learn, Fern

- Conferences
- Training
- in-services and
- other learning opportunities
- (and unplug while there)
42. Tell Them When You will be Busy, Lizzie

- If you have family at home when you are working, let them know when you will be in a meeting or doing important work.
- Make a “Do not disturb” sign
43. Be Positive—"I appreciate you, Lou!"

- It’s contagious!
- Use emojis
- Thank people
44. Don’t Work in Isolation, Jason

Keep in daily/regular touch with co-workers

- Phonecalls
- Zoom
- Instant messaging (e.g. Teams)
45. Call a Friend for Support, Mort

✓ Call a friend, family worker or collogue to lean on or vent.
✓ Checking in is good for you and good for them
✓ Peer support is effective in preventing burnout.
46. Take Advantage of Your at Home Perk, Kirk!

- Quick Chores-Saves time in your personal time
- Little fun things-brings you (and others) joy
47. Take Action Jackson, to Limit Distractions

- Set limits
- Stay on task using a list
- Avoid rooms where others aren’t working
- Avoid time-wasters
  - People
  - Things
  - Tasks
  - Chores
48. Closing Ceremony, Ebony

- Re-organize
- Tidy-up
- Check/update to-do list
- Check tomorrow’s priorities/calendar
- Check last minute emails
- Shut down computer
49. Unwind with a Routine, Colline

- Those who commute have a natural un-wind with their trek home.
- Build in unwinding for yourself
50. Your Choice!

Reward yourself—whether a vacation, happy hour, favorite TV show or watching your kid’s game
Conclusion

Take care of yourself so you can burn brightly!
Questions?

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Credits

Special thanks to all the people who made and released these awesome resources for free:

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References

1MinuteExercises (2012). 1-Minute shoulder stretches https://www.youtube.com/watch?v=wnIcuZ0mJSU


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PE Bowman (2019) Chair Exercises, Episode 1 - (Arm Rolls & In/Outs). YouTube website: https://www.youtube.com/watch?v=KZfQ6IE5POs

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Shapiro J, Galowitz P. Peer support for clinicians: A programmatic approach. Academic Medicine, 91(9), 1200-1204.
https://doi.org/10.1097/ACM.0000000000001297

