

Managing Change

Taking Care of Yourself While Returning to Work

During the COVID-19 pandemic, some have continued to come to the workplace everyday. Others have already returned full- or part-time. While others are planning to return soon. Regardless of where you in the return process, it's important to stay focused on your health. A self-care plan can be a helpful guide to promote your health and well-being.

Aspects of self-care

Self-care is a personal matter. We all experience different challenges to our health that come from work and our personal lives. Everyone will have a different approach to self-care and managing one's health. Aspects of self-care may include:

- **Workplace/Professional self-care:** Activities that help prepare you to perform at your highest level.
- **Physical self-care:** Activities that help you to stay fit and healthy, with enough energy to get through work and personal commitments.
- **Psychological self-care:** Activities that build resilience and help you feel clear-headed and confident.
- **Emotional self-care:** Ensuring you are optimistic, confident, and able to experience your full range of emotions.
- **Spiritual self-care:** This involves having a sense of perspective and purpose beyond the day-to-day of life.
- **Relationship or social self-care:** This is about maintaining healthy, supportive relationships and ensuring you have diversity in your relationships so that you are not only connected to work people.

Create and implement your own self-care plan

Use the attached worksheet to develop your personal return-to-work self-care plan. For each category, fill in the blanks with activities you will use to take care of your Total Health, or check the suggested strategies you will use.

- You might notice areas of overlap between the categories. Fill your self-care plan with activities you enjoy and that support your well-being.
- Keep this in a place where you see it every day to help gain momentum and commit to the strategies in your plan.
- Share it with others who will support you in your actions.
- Practice the activities regularly. Don't just think about it—take action.
- Reassess your progress each month and make improvements.
- Contact Caterpillar's Global Employee Assistance Program (EAP) to help you create and implement your individualized self-care plan.

For confidential support, free of charge, contact Caterpillar's **Employee Assistance Program (EAP)**:

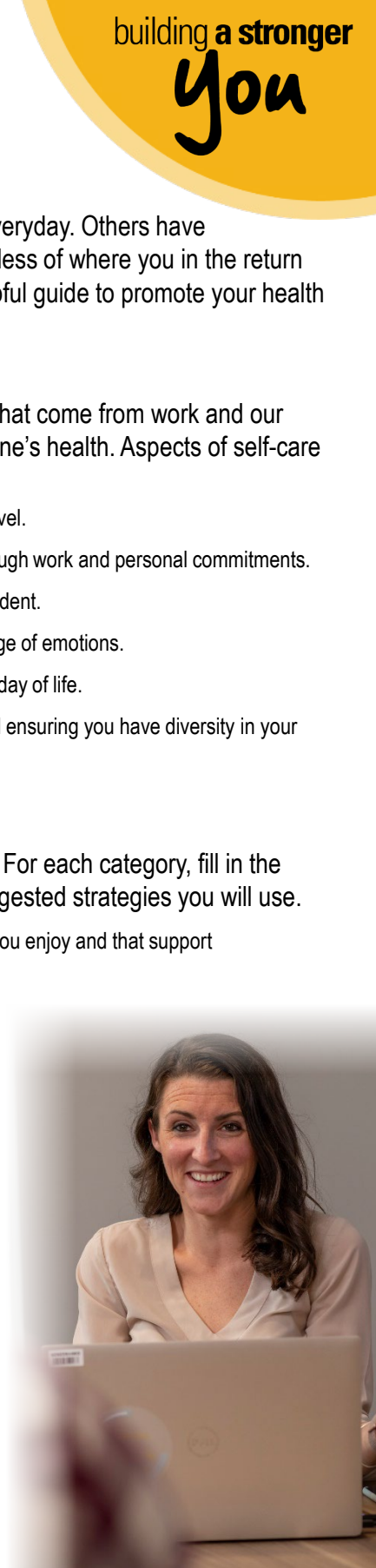
📞 1-309-820-3604

🌐 EAP.cat.com

📞 1-866-228-0565

🌐 CaterpillarEAP.com

For global access numbers by country



Return to Work: Self-Care Plan

PHYSICAL: _____

- Establish an exercise schedule.
- Get an annual wellness exam.
- Keep vaccinations up to date.
- Stay engaged with your healthcare providers.
- Develop a regular sleep routine.
- Aim for a healthy diet.
- Take lunch breaks.
- Go for a walk at lunchtime.
- Take your dog for a walk after work.
- Stay home if you feel ill.

PSYCHOLOGICAL: _____

- Keep a reflective journal.
- Focus on what you can control.
- Seek and regularly consult with a mentor.
- Engage with a non-work hobby.
- Take breaks from email and work daily.
- Make time for relaxation.
- Make time to engage with positive friends and family.
- Seek out counseling when you need it.

EMOTIONAL: _____

- Develop friendships that are supportive.
- Write three good things that you did each day.
- Stay physically active.
- Stay engaged in pleasurable activities and hobbies.
- Identify sources of stress.
- Have a stress management plan.
- Avoid over-focusing on the negative.
- Talk to a friend about how you are coping with work and life demands.

SPIRITUAL: _____

- Engage in reflective practices like meditation.
- Read uplifting spiritual materials.
- Go on nature walks.
- If you practice a religion, stay connected or reconnect.
- Do yoga.
- Chat with a close friend for support.
- Clarify your life's purpose and determine your life-goals.
- What drives you?
- Remember why it is you choose to come to work each day.

RELATIONSHIPS: _____

- Take stock of your relationships to examine your level of loneliness.
- Prioritize close relationships in your life (e.g., with partners, family and children).
- Attend the special events of your family and friends.
- Make effort to maintain and deepen relationships from the many parts of your life.
- If you work remotely, take action to socialize.

WORKPLACE/PROFESSIONAL: _____

- Openly communicate with your supervisor about expectations and your performance.
- Ask for feedback.
- Engage in coaching from a mentor.
- Seek peer-support.
- Firmly but kindly set boundaries.
- Read professional journals.
- Attend professional development webinars.

Are you balanced in your approach to all dimensions of health? What may need more attention?

What barriers do you expect?