7 Steps to Self Care
Personal Excellence

“To achieve results you are proud of, you must practice excellence.”
Frank Kitchen

Physical Excellence - Take care of your Body! Health, Nutrition, and Rest
• Take walks and exercise regularly.
• Learning new physical activities... Dancing, Rock Climbing, Yoga
• Getting proper amount of sleep daily... 6-8 hours
• Eat nourishing foods... At home and at work
• Drink water and stay hydrated... 8 glasses daily (8 oz = 1 glass)

Mental Excellence - Learn New Things and apply what you have learned to your daily life including; Self-motivation Activities, Being creative, and Stepping out of your Comfort Zone.
• Being respectful and mindful of yourself and others
• Avoid being judgmental
• Journal and read often (Audio books and Podcasts Count)
• Avoid perfectionism
• Make time for yourself on your calendar... vacation & personal time.
• Schedule regular technology detox periods
• Reward yourself for your achievements

Emotional Excellence - Understand how your emotions, behaviors, habits and actions impact your personal and professional success.
• Learn to say, “No”
• Practice Emotional Intelligence and Empathy
• Practice Gratitude
• Make time to self reflect on how your emotions impact your actions

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Social Excellence - Have a supportive community of people you trust. Family, friends & mentors who support, challenge, and empower you.
- Participate in social & professional communities outside of work
- Show up for the commitments you make
- Ask for help or advice
- Grow your community by meeting new people.
- Meet up for walks, hikes or physical activities with your community

Professional Excellence - Share and receive gifts (time, talents, team and treasures) with your co-workers and community.
- Express your wants and needs via positive communication
- Have clear and defined boundaries
- Know your limits, role and responsibilities
- Seek out Professional Development & Coaching Opportunities

Environmental Excellence - Create an environment that promotes comfort, confidence and productivity.
- Monitor and limit distractions (technology, people and shiny objects)
- Keep work space and schedule decluttered and well organized.
  Clean up after yourself.
- Maintain excellent grooming standards (Clean clothes and personal hygiene)
- Keep your environment safe. Regular maintenance on transportation, living space and workspaces.

Spiritual Excellence - Have beliefs and values that are important to you and guide you to be your best.
- Practice Prayer, Meditation or Reflection Time
- Volunteer and offer help to those in need
- Journal and read often
- Set goals and share them with people you trust
- Plan/Attend Retreats or Spiritual Getaways

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