

# Individual Check-In Template

Steps	Prompts	Complete
<p><b>Gratitude List</b></p> <p>Take time to think about three things you can be grateful for today.</p>	<p>1.</p> <p>2.</p> <p>3.</p>	<input type="checkbox"/>
<p><b>Questions to Ask Yourself</b></p> <p>Prioritize checking in with yourself about how you are feeling and what is on the forefront of your thoughts.</p>	<p>I'm currently thinking about _____</p> <p>_____</p> <p>I feel (physically): _____</p> <p>I feel (emotionally): _____</p>	<input type="checkbox"/>
<p><b>Care for Your Body</b></p> <p>It's important and within your control to practice healthy habits for your body to help manage your stress.</p>	<p>What will I eat today that's a healthy practice?</p> <p>How much water will I consume today?</p> <p>When and what will I do for exercise?</p> <p>What time will I go to bed to get 7-8 hours of sleep?</p>	<input type="checkbox"/>
<p><b>Connect with People</b></p> <p>Who in my life will I set aside time to facetime, zoom, or call today?</p>	<p>Who:</p> <p>When:</p>	<input type="checkbox"/>
<p><b>Take Breaks</b></p> <p>This will make you more productive! Schedule time to go outside, switch tasks, grab a cup of coffee to refocus/reset.</p>	<p>First Break (10-15 minutes): _____</p> <p>Meal Break (standard lunch break): _____</p> <p>Second Break (10-15 minutes): _____</p>	<input type="checkbox"/>