



Ultimate Self-Care

For The 21st Century Woman

How To Ensure Your Needs Are Met

A FREE booklet provided by

Inspirational Guidance

<http://www.inspirationalguidance.com>

Check This Out!

**“Get Inspired By These Free Life Changing
Materials!”**

**5 Simple Steps to make yourself fearless on
mp3**

eBook 30 Keys To Change Your Destiny

Free Meditation music

AND MORE.....

Click the link below to try it now risk free

<http://www.guyfinley.com/Welcome/61/CD1497/0>

Introduction

Sixty years ago the main responsibility for most women was to take care of her husband, home and children. Now in the 21st century we are still performing those roles but also have the added responsibility of pursuing a career, running our own business or just making ends meet.

More and more we are encouraged to go for our goals, aim high and create wealth, making it even more difficult than ever for us to take care of our own needs and to nurture our body, mind and spirit the way that we need to.

This booklet aims to provide you with an insight into what self-care is and how as women we can spend more time focusing on our own needs in order to ensure our life remains happy, stress free and fulfilling.

For more free booklets and personal growth resources visit Inspirational Guidance at <http://www.inspirationalguidance.com>

Please feel free to add this to your blog, give it away on your website (a link back to Inspirational Guidance is appreciated) or pass it along to family, friends and work colleagues!

Dedication

This free booklet is dedicated to all women working towards realizing their dream

What is Self-Care?

Defining self-care is easy because it's the opposite of self-sabotage or self-control. It isn't about getting your hair and nails done – and while that is important to help you feel good about yourself my focus here is on a much deeper level.

Self-care is about looking after your own needs. ***Self-care is caring for your soul, your inner self, and your very being.***

Throughout this booklet when I refer to self-care I am actually talking about taking care of yourself on a holistic level including the emotional, physical and spiritual areas of your life.

Without taking care of your entire body, mind and spirit, you can literally drive yourself to exhaustion. You are less able to handle stressful situations and may find you procrastinate more or shy away from important decisions. Plus, if you lose touch with yourself, then you're more likely to lose touch with your family, friends, career and spiritual beliefs.

Don't Have Time? It's Time to Make Time

One of the common complaints I hear from women is that they don't have time to make time for themselves which is always a shock for me – how can you not find time for one of the most important people in your life – YOU!

There is a reason on airplanes that you are told to put on your gas mask FIRST and then help your child(ren). The reason is if you pass out from lack of oxygen you can't help them.

It is the same with your self-care. You may think by not making time for you and always meeting the needs of your family/career you are doing the "right thing" but what happens when you become too exhausted or too depressed to cope? You are no good to anyone! So it is time to stop using the excuse of not having time and time to make time!

Have Some Self-Respect Put Your Needs First

Why is self-respect so important?

When you have self-respect, you actually *fully love* yourself. You love yourself for who you are on the inside and not just because of what you do, what you look like, or what you're capable of. ***When you have self-respect, you take pride in who you are and you know that you're valuable.***

On the flipside, without self-respect, it's difficult to have honesty, confidence, and integrity. Instead, a person without self-respect may feel the emotions of anger, guilt, blame, shame, or regret, and deep down they feel unworthy. Beyond that, if you can't respect yourself, how can *you* respect others and how can others respect *you*?

Too many times we put the needs of others before our own. Although this is admirable, ***in order to respect and serve others, you need to meet your own physical and emotional needs first.*** Meeting your own needs first is an important part of respecting yourself.

Here's a story of Joan, who realized too late the importance of respecting her own needs:

Joan had a friend that she did everything for. She would always put the needs of her friend before her own. Whenever her friend needed help with something, big or small, Joan would always be there even if she had to rearrange her own schedule.

It worked for a while, but then Joan began to feel that the constant help for her friend was becoming emotionally taxing. It was almost as if Joan became a servant to her friend. She wasn't Joan; she was just her friend's "friend." Even her friend began to think of her that way.

Eventually Joan began to feel like her friend was taking advantage of her and these feelings escalated into resentment. Joan started to make excuses to get out of helping her friend. Now they are no longer friends.

What happened?

Joan was trying to achieve self-respect and thought she could only gain self-respect by putting her friend's needs before her own. She was trying to

prove she deserved respect instead of looking into herself and finding the great things about herself that already deserved respect.

Because she didn't even respect herself, her friend didn't respect her either.

Always remember that people learn how to treat you! If Joan respected herself and her own needs, she might have communicated her feelings to her friend and put her own schedule first sometimes. Joan would have felt the confidence to do the things she needed to do for herself in addition to doing things for her friend.

Fundamentally, Joan's self-respect would have allowed her friend to respect her also. There's a good chance that Joan and her friend would still be friends if she had only looked inside herself and realized that there was already a lot to respect.

If someone doesn't like you because you say "no" to them you might want to consider how good a friend they truly are.

There's nothing wrong with stepping up for others, but you must have a solid sense of self-respect for yourself first.

Respecting the Mind, Body, and Spirit

Because you're a unique human being with strengths and great qualities of your own, you need to respect your entire mind, body, and spirit.

Don't look in a mirror and say, "I'm not attractive" or "I'm so stupid." That's not what matters. Don't you think your loved ones love you because of what's inside of you? Of course! They respect you for who you really are and you need to respect yourself too.

You need to respect yourself because you have an inner being that demands your patience, love and respect.

If you find yourself to be unattractive, unintelligent or uninspired, throw that mentality out the window! Respect your body because it is the home of your mind and spirit, then harness that spirit and love it because it is who you are.

Loving your body, mind, and spirit is the key to gaining self-respect. It is then that you can extend yourself out to meet the needs of others. This should become a critical part of your ultimate self-care plan.

Manage the Stress in your Life

There are numerous demands and responsibilities placed on your shoulders, which can cause crippling stress. ***Reducing your stress is crucial for your physical and mental well being.***

Managing stress includes doing things such as exercising and enjoying hobbies and other activities. If you like to work crossword puzzles, work a crossword puzzle! If you like to play computer games, play computer games! If you need a girls' night out, call up your friends and go out! It's crucial to eliminate as much stress as possible by taking some time to relax and enjoy yourself.

If you're frustrated at work, work through those frustrations by analyzing the situation and listing the things you can do to make it better. Just letting the situation sit and simmer is not going to make it any better because it may eventually come to a boil. Make a list of the people you can talk to about your situation and people who might be able to help you make change.

If there are situations in your life that need attention, give them attention. This is another aspect of self-care because you're making sure you eliminate as much conflict as possible in your life before they consume you.

This is especially important to women because women deal with conflict on a different level than men. Where some men duke it out on a physical level, women do it more on an emotional level.

You can stand your ground by keeping your body, mind, and spirit healthy.

It's easy to have things incomplete in life. The letter you keep meaning to write, the form you need to complete and post, the clothes you keep meaning to give to charity. These things clutter up our lives and add to our list of things we need to get done.

Eliminate them by resolving to get the "small things" finished and out of the way. Can your children help you clear out the garden shed? Is there a friend

you can call round to help you clear out all those old clothes from your closet? Find ways to make them into a game whenever you can so that completing them becomes more fun and less of a chore.

These are all aspects that can be added to your self-care plan. Clearing out clutter also helps to clear you out from the inside because you no longer have to hold on to remembering to get them done. All these little incomplete tasks are swirling around in your mind taking up valuable energy that you need to use in more productive ways so get them complete so you can move on.

Paying attention to your own physical, emotional and spiritual needs is paramount to a healthy well-being in today's world. When you make self-care a priority, you're able to fully enjoy your life on all levels.

Be sure to follow these self-care tips in your life. You'll be glad you did!

Resolving Frustration in Your Life

We all get frustrated from time to time, but we need to express it constructively and effectively, otherwise we may hurt those we love the most.

Frustration is another emotion that robs us of our vital life energy. When you are frustrated your focus is elsewhere and you are not living in the present moment.

Frustration is a normal reaction to being hurt, threatened, or unable to fulfill current needs. ***It's how we choose to express our frustration (or not express it) that can cause additional stress in our own lives and in the lives of others.***

Most often, the way we deal with frustration is formed at a very young age. For example, we may mirror our parent's reaction, or we may respond in the way we were conditioned to because of our life experiences.

If the typical way you handle frustration causes problems in your life, then it's time to change how you think and react to frustrating situations.

Unhealthy methods of processing frustration can lead to health problems and even inhibit our relationships with others.

How to Deal with Frustration Effectively

Many people respond to frustration by getting angry, giving up, or indulging in other self-destructive behaviors such as abuse of food, alcohol, drugs or cigarettes. Expressing and dealing with frustration constructively requires several key components.

These ideas can help reduce the frustration in your day-to-day life as well as help you react patiently and peacefully:

1. **Establish mutual respect.** You should have a mutual respect for all people involved, even those with differing opinions than your own. Everyone is entitled to his or her own voice and you'll waste precious time if you're frustrated by every differing opinion.
2. **Have a clear awareness of your own needs, thoughts, and feelings.** Discover who you are as a person rather than mimicking someone else's opinions and thoughts.
3. **Remember you are choosing to be frustrated.** Frustration is a choice and you are choosing to be frustrated with the person or situation. Make the decision to learn how to choose a different emotion to events.
4. **Learn the difference between surface and primary needs.** In other words, is this frustration about one of your basic needs not being met, or is it merely due to a less significant, secondary need? What's preventing you from meeting this need?
5. **Be aware of what you can and cannot control.** Some causes of frustration are beyond your control and therefore there's no purpose in wasting energy on them. Instead, use that energy to cope with the situation and move on.
6. **Communicate constructively.** Be able to communicate your own personal boundaries and needs calmly and respectfully without guilt or shame. This should not involve raising your voice or swearing. Rather, learn to speak up so your personal needs are met.

7. **Avoid feeling responsible for the behavior of others.** Everyone has his or her own free will and you can't force someone to do something. They make their own decisions and a reasonable adult will take responsibility for their own actions. Remember: only *you* can control your actions and no one can make you do something against your will.
8. **Determine the cause.** By identifying the cause of your hurt or frustration without placing blame, you'll loosen the grips of frustration.
9. **Realize that frustration isn't always a bad thing.** Sometimes frustration can serve as a motivator to change if certain problems in your life are keeping you from reaching your goals.

Regularly evaluate if you're on track to meet your life goals. Where do you want to be in 5 or 10 years? ***Sometimes you need to create a new goal and make some life changes to reduce your frustration and make your goal become a reality.***

10. **Accept reality.** When frustration is aimed at a circumstance beyond our control, it's time to learn to accept the realities of life.

Learning to take things in stride will make you a happier and more content person. When the frustrating situation is something you can't control, such as getting stuck in traffic, practicing relaxation and deep-breathing techniques can be effective.

Frustration can turn a normally peaceful person into an irrational, angry one. If you allow it, frustration can hinder your progress and immobilize you. The goals you're trying to attain will all of a sudden be out of reach. ***Remember that, while you can't completely eliminate frustration from your life, you can manage how you let it affect you.***

Combating Negative Thinking with Positive Self-Talk

If you regularly talk down to yourself or talk yourself out of things because of the negative self-talk to take part in then eliminating negative self-talk should become an essential part of your self-care plan.

Remember you are looking to look after you and nurture your mind, body and soul. Any negative self-talk that you take part in will only serve to rob you of any greatness you feel as a result of taking care of yourself.

Do you talk yourself out of being excited and hopeful every time you feel good about yourself? Do you often start out feeling confident in yourself and your abilities, and then drop to zero confidence when your inner dialogue kicks in?

This negative thinking is something many people struggle with, but there is a better way.

You can combat negative thoughts with positive-self talk instead of letting an automatic negative thought process rule your life.

Negative Thinking, Positive Self-Talk, and You

Many people lack the confidence to realize that they *deserve* to feel good about themselves. These people never pay attention to the fact that *they* are the ones telling *themselves* that they don't deserve rewards.

Are you one of these people? You can discover if you are sabotaging yourself by tuning into your thoughts and listening. What do you hear? Are you encouraging yourself with positive thoughts? Or are your thoughts filled with negatives?

You may not even realize how negative thinking may be dominating your life. This may be something that you deal with daily and have come to see as normal. However, it's only normal if you allow it to be that way!

Positive self-talk is the practice of responding to negative thoughts that run through your mind. For example, when you tell yourself that you can't possibly land the job because you aren't good enough, you can respond with positive thoughts that do not leave room for negativity. These

thoughts can be as simple or complex as you like. The important thing is that you continue to think positively.

Positive self-talk allows you to be the one controlling your thoughts!

Many people pair positive self-talk with affirmations. Affirmations are simple statements you can repeat to yourself over and over again. You can allow these thoughts to become true for you. The process is as subconscious as it is conscious.

When you continue to reaffirm the positive thought, you will make it true for yourself until you eventually don't need to remind yourself to think that way.

Affirmations are positive statements that replace your negative thought processes. ***You can change your life one thought at a time!***

When you are feeling low and thinking negatively about yourself or your future, try saying, *"I give myself permission to be successful,"* or *"I see myself in the winner's circle."*

Strive to replace your negative statements with positive thoughts when you repeat your affirmations. Soon it will become second nature to repeat your affirmations anytime that you start to think negatively.

With positive self-talk you can truly change the course of your life. You can go from being a negative person with no hope for the future, to being an optimist who can achieve anything you put your mind to.

Does this mean that there won't be challenges along the way, or that you'll never fail? No, because those things are a part of life. But what it will mean is that you'll have a better attitude, which will allow you to grasp the very best that life has to offer.

Positive self-talk isn't difficult and it's worth the effort that *is* involved because it can truly change the way you view yourself and the world that you live in.

Start Your Own Solid Ultimate Self-Care Plan

To successfully achieve self-care, you must have a self-care plan. It's through that structured plan that you're going to be able to properly care for your very being.

A good self-care plan reminds you of what you want to accomplish. After all, you have values, goals, and a purpose in your life. This plan reminds you about what you need to do to take care of *you*. Using a day planner or making notes to yourself can remind you of your goals and the things you need to do to take care of your body, mind, and soul.

Your self-care plan gives you a solid foundation for what you want to do and how you can accomplish it.

Ideas for building your own Ultimate Self-Care Plan

There are other ways you can begin looking at your own self-care so first determine your preferred way to care for yourself.

You may find waking up 15-30 minutes earlier in the morning works for you or going to bed 15-30 minutes earlier. Perhaps you can include time during the day like your lunch hour when you decide to do something just for you, or maybe a combination of them all.

You don't always have to commit to a chunk of time - even 20 seconds of closing your eyes and giving yourself "a moment" can help!

Whatever you decide to do it's always better to start simple by giving yourself a few minutes of *me-time* at a specific time of the day e.g. first thing in the morning or before bed.

You may decide to

- Take some time to reflect on your day or the day before you
- Use prayer or meditate to calm your soul and connect to whatever Higher energy you believe exists.

- Stop watching TV early and read instead.
- Lay in bed and breathe deeply. Deep breathing alone has been shown to significantly help to reduce anxiety and you may find that 7-10 deep breaths helps to calm you.
- Find moments when you can grab a few seconds. E.G. If you are sat at traffic lights close your eyes for a second and breathe in deeply and then exhale 2 or 3 times. Even that can make a big difference to how you feel.
- Write in a journal to write your feelings out and reflect upon those things.
- Listen to music while taking a bubble bath
- Use visualization as a way of staying focused on your goals. I find visualization particularly helpful as I create mental pictures of what I want to create in my life – always focusing on what I want!

All these ideas are simple to implement and only need to take you a few minutes every day.

Be sure to give priority to your me-time so you can meet your emotional and spiritual needs.

Other ways you can focus on your self-care

Provide yourself with inspirational quotes and affirmations. This is the spiritual food that keeps you focused on your own personal well being. Not only do you have the reminders of what to do, but you also have little pieces of inspiration around you to remind you of *why* you're doing it!

In addition to inspirational quotes, you can hang motivating pictures throughout your home and office. These pictures may be of exotic places you'd like to visit someday, or tranquil images of nature.

Your pictures may be something that you want to attract into your life or may remind you of a positive memory from your past. You can also have a photo of your family to remind you of what's important to you.

Your self-care plan should inspire you and remind you of why you want to take care of your body, mind, and spirit.

Another aspect of your self-care plan is tracking your progress. Let's say you have a hard time getting motivated to exercise. By keeping a log of your exercise time, you can keep yourself focused on achieving a healthier you.

Invite a friend to join you, take measurements of your body so you can see the inches you are losing. Invest in a great weight management program. I love Paul McKenna "I can make you thin" because you don't have to change what you are eating. You only have to obey 4 simple rules and one of them is "eat what you want not what you think you should" ☺

A journal is also a good way to track your choices so you can remind yourself of what you are aiming to achieve and also look back at your progress.

If you are determined to eat healthier foods then keep a food journal to remind you that you need to eat nutritious foods. In addition, you can use a journal to record your mental and emotional health.

Write down what's going on inside of you so you can evaluate your feelings and proactively take care of your mental health.

Your self-care plan tracks your progress to help you stay on track toward your goals.

You can use these aspects of planning toward anything in your life so you have that solid foundation you need to take care of yourself. Just make sure to take care of the *inside* as well as the *outside*.

Being a woman, people turn to you for answers. They turn to you with questions about life, family, career, and just about anything under the sun. You have to be mentally prepared to take on anything, which is why self-care is very important in your life. ***You must be a trustworthy source for yourself before anyone else.***

Remember your goal here is to work towards making sure your own needs are met before trying to meet the needs of others. After all, how can you effectively meet the needs of others if you can't even meet your own?

Staying Motivated With Your Self-Care Plan

You may need to motivate yourself to initiate your self-care plan. For some, beginning any new task may be daunting. In addition, you'll want to be sure you can find motivation along the way to help keep you on track.

Avoid committing to a massive plan that you don't stick to. If you only manage to stop and breathe deeply for 20 seconds every day that is still something! Creating a new habit can take up to 30 days so focus on one new habit at a time and within a few months you will find that you have a series of new self-care habits that you do which look after you!

Another great way to stay motivated is to ask yourself about what has motivated you in the past. Use this as your motivation toward the things you need to do to take care of yourself.

A good motivator to keep you on track is to have a family member, friend, or spouse hold you accountable. If you slip up in your efforts to proactively take care of yourself, they will let you know so you can renew your focus and get back on course.

It's important to have some sort of structure in place for successful self-care. Always remind yourself that **you need to take care of yourself before you can take care of anyone else**. A good self-care plan will provide you with the vigor, attitude, and energy to enjoy life to its fullest!

One Minute Coach

Assembled in this book for the first time are a series of easy life-changing weekly routines you can carry out at home, at work, or at play. Click The Link Below To Check This Out Risk Free

<http://www.inspirationalguidance.com/loves/oneminute/>