

# Keep Your Cup Full: Self-Care and Wellness Workshop for Staff and Faculty at MSIs

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Dr. Komal Chandra

Lexi Losch





# Expert Panelists

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Lexi Losch, LPC- Intern, NCC  
Supervised by:  
Lacey Fisher, LPC-S, RPT-S



Dr. Komal Chandra  
PhD Urban Systems, Health Track  
Residence Coordinator – NJIT

# Learning Outcomes

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*In this workshop we will:*

- Join in a mindfulness exercise
- Review Psychological Education surrounding current events
- Explore grounding and other techniques to cope with trauma and heightened anxiety
- Create and learn how to use a self-care checklist
- Learn how to manifest Mindfulness, and incorporate strategies to achieve better Work / Life balance
- Discuss how to utilize self care strategies when supporting students experiencing trauma



# Mindfulness Exercise

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**Breathe in...**



# Moment of Acknowledgement

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# Common Student Concerns

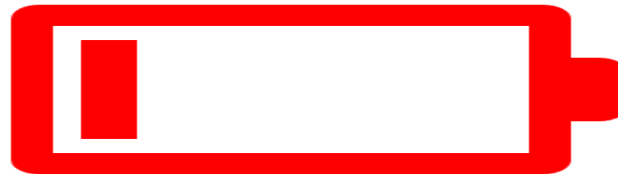
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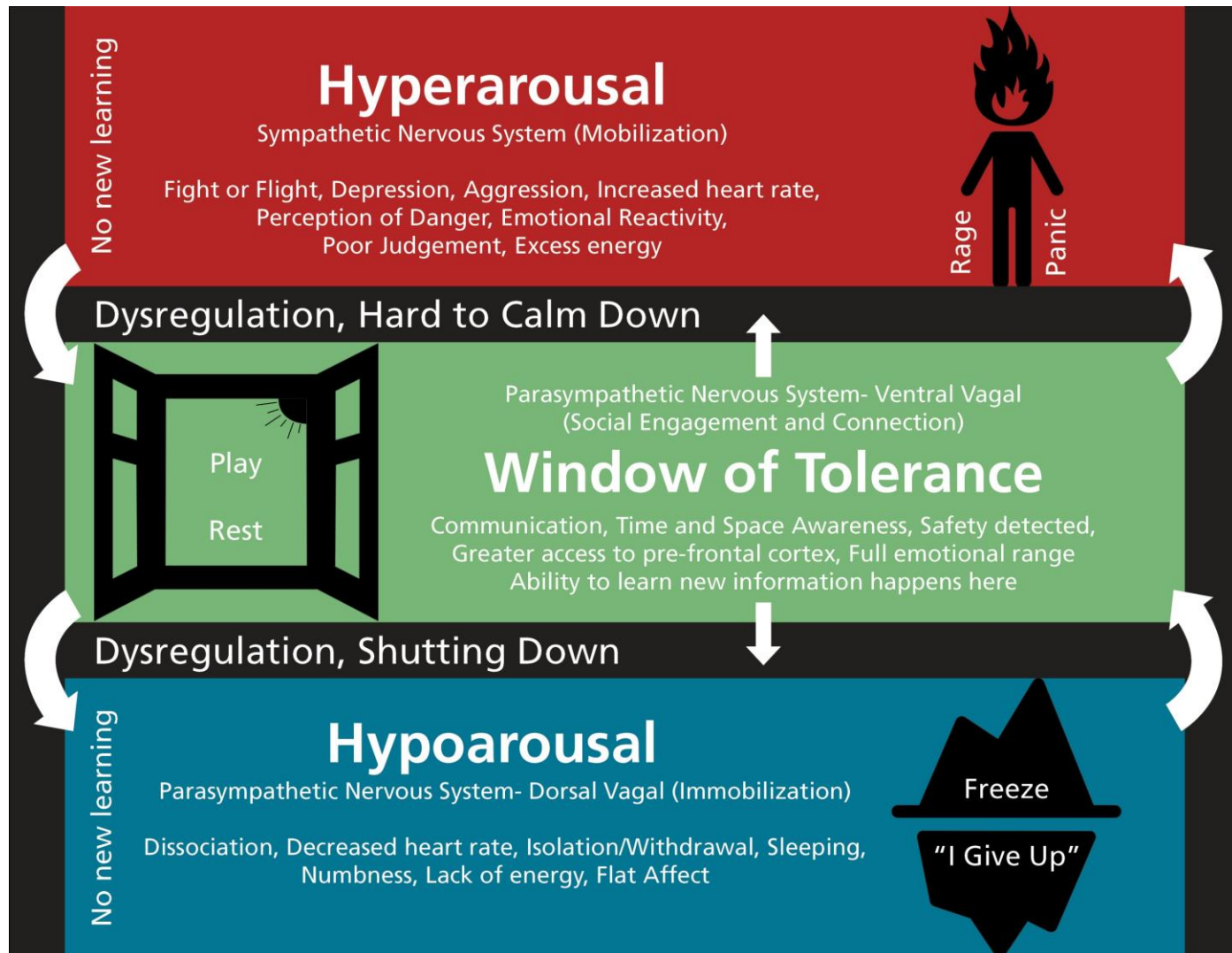
# Secondary Traumatic Stress

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“Emotional duress that results when an individual hears about the firsthand trauma experiences of another.” (National Child Traumatic Stress Network)



# Window of Tolerance





# Presentation of Window of Tolerance

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- Hyperarousal
  - Over-engaged with 1 particular student
  - Taking on more projects than appropriate
  - Frequent arguments with colleagues
  - Office “expert” and the “go-to” person for fixing issues
- Hypoarousal
  - No video during Zoom calls
  - Slower to respond to emails/voicemail
  - Memory Loss



# Presentation of Window of Tolerance

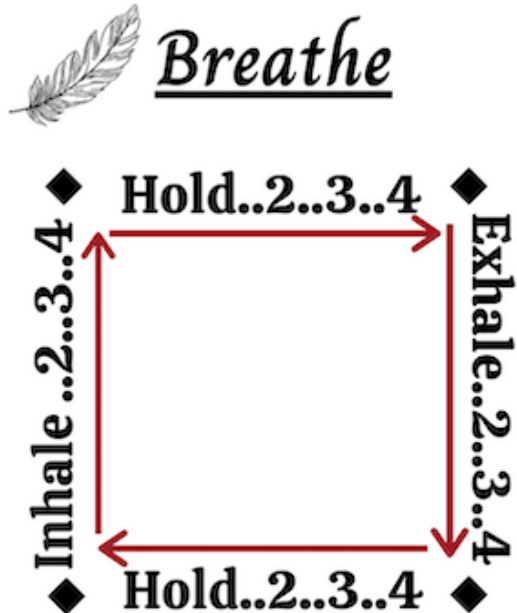
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- Window of Tolerance/Ventral Vagal State
  - “I hear you what you’re saying.”
  - Energy restored
  - Present during meetings and able to participate
  - Responds to students/colleagues
  - Able to say “no” based on bandwidth



# Coping with Trauma

Grounding: a coping strategy to discharge built up energy, reconnect, and focus on the present.



- ◆ Hold an Ice Cube
  - ◆ Dig your Toes in Sand
  - ◆ Stand Barefoot in Grass
- extreme temperature / surface changes aid in grounding*

Identify 

5 things you **SEE**  
4 things you **FEEL**  
3 things you **HEAR**  
2 things you **SMELL**  
1 thing you **TASTE**



# Coping with Trauma

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## Decrease Arousal

- Drink through a straw
- Weighted blanket
- Throw a ball around/against a wall
- Exercise
- Soothing music
- Yoga ball
- Jumping
- Humming

## Increase Arousal

- Invoke senses (essential oils, favorite food)
- Weighted blanket
- Cold water to face
- Dancing
- Humming



# Self Care Check List

Activities and strategies to address and enhance physical, mental, and emotional health.

## Physical

- ☐ Food
- ☐ Hygiene
- ☐ Fitness



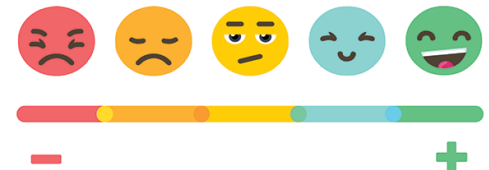
## Mental

- ☐ Unplug
- ☐ Meditate
- ☐ Read/Write



## Emotional

- ☐ Release
- ☐ Connect
- ☐ Be Mindful



# Communicating Your Self Care Needs

*How to tell others what you need to take care of you.*

1. Find time and a safe space to think.



2. Utilize a grounding or mindfulness technique.



3. Talk it out and write it down.



4. Identify areas of self care you would like to address.



5. For each area, ask yourself:

*What is lacking?  
What do I need?  
How do I incorporate what I need?  
What are barriers to achieving what I need?*

6. Identify your team, and how they can assist you.



# Communicating Your Self Care Needs

*How to tell others what you need to take care of you.*

## 7. Now you have identified:

*What areas need self care  
Specific actions to address those needs  
Who can help/hinder the self care process*

## 8. Communicate with your team:

*"I need \_\_\_\_\_,  
can you please help  
me by \_\_\_\_\_"*

## 9. Practice Self Care and Fill Your Cup!



## 10. Thank, appreciate, acknowledge your team.



# Manifesting Mindfulness

The process of being consciously aware of one's present experience through a holistic lens.

## 1. Train Your Mind



## 2. Time to Unwind



## 3. Stop Multitasking



## 4. Pay Attention



## 5. Be Introspective



## 6. Find Acceptance





# Habit Forming for Work Life Balance

Re-evaluate and Balance your expectations, output, and energy.

1. Discuss  
Needs &  
Expectations



2. Adjust  
Schedule &  
Goals



3. Create a  
Productivity Zone

4. Form  
Accountability  
Partners



5. Communicate with  
your New Team



6. Be Flexible & Kind,  
“Unzip / Unbutton”



# Supporting Students Experiencing Trauma

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1. Be aware of your boundaries
2. Resource out – On and Off Campus
3. Listening vs Advising
4. Ask Reflective Questions
5. Create Your Library of Literature/Articles
6. Protect your Time and Emotional Energy
7. Utilize other methods to check in
8. Schedule time between meetings to decompress



# Reflection / Takeaways

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*Psycho Education of Trauma*



*Window of Tolerance*

*Grounding*

*Self Care Checklist / Communication*

*Manifest Mindfulness*

*Habit Forming for Work/Life Balance*



# Contact Information

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**Lexi Losch, LPC-Intern**

**NCC Supervised by:**

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***lexi@lexilosch.com***



**Dr. Komal Chandra**

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***komalchandra@gmail.com***



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