



B.E.S.T.
Self-Care Audit
Worksheet

Redefining Self-Care as a Leadership Power Tool

Welcome!



Dear Leader,

Welcome to your **B.E.S.T. Self-Care Audit** — a space created just for you to pause, reflect, and reconnect with the habits and choices that fuel your personal well-being and leadership journey.

As a transformational coach, I've seen firsthand how easy it is for strong, capable individuals to put their own needs last while juggling responsibilities, supporting others, and striving for success. But true leadership starts with self-awareness and self-care. When we begin to lead ourselves with intention, everything around us begins to shift — our relationships, our energy, our purpose, and our impact.

This isn't about perfection. ***It's about progress.*** It's about getting honest with yourself, identifying what fills your cup (and what drains it), and committing to small but meaningful changes that support the life and leadership you're building.

Through this audit, we'll explore six key areas:

- Daily self-care habits
- Relationships and communication
- Goal setting
- People-pleasing patterns
- Your DISC leadership style
- And your personalized leadership wellness plan

Take your time. Be gentle with yourself. And most importantly — ***be real.*** The more honest you are in this reflection, the more powerful your transformation will be.

Your next chapter is your B.E.S.T. chapter — let's Begin, Embrace, find Strength, and Transform together.

With gratitude,

Alina J. Ugas

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SECTION 1: Self-Care - The Foundation of Leadership

BEGIN: Energy Boosters (Check all that apply)

- ☐ Time alone to reflect or recharge (journaling, quiet walks)
- ☐ 7+ hours of quality sleep
- ☐ Daily movement (walking, yoga, dancing)
- ☐ Time with positive, supportive people
- ☐ A spiritual, prayer, or mindfulness practice
- ☐ Engaging in hobbies or creative activities
- ☐ A morning or evening routine
- ☐ Saying “no” without guilt
- ☐ Drinking enough water and eating nourishing foods
- ☐ Laughter and fun
- ☐ Other: _____

SECTION 1: Self-Care - The Foundation of Leadership

EMBRACE: Energy Leaks (Acknowledge your current challenges – check all that apply)

- ☐ Overcommitting or saying yes when I mean no
- ☐ Skipping breaks or pushing through fatigue
- ☐ Negative self-talk or constant self-criticism
- ☐ Feeling isolated or unsupported
- ☐ Inconsistent sleep or nutrition habits
- ☐ Difficulty setting boundaries
- ☐ Feeling guilty when prioritizing myself
- ☐ Too much screen time or media consumption
- ☐ Lack of structure or daily rhythm
- ☐ Ignoring physical or emotional warning signs
- ☐ Other: _____

SECTION 1: Self-Care - The Foundation of Leadership

STRENGTH & TRANSFORM: Weekly Self-Care Intentions

Question One

What is one thing I can do less of this week to protect my energy?

Question Two

What is one thing I can add to my day to boost my energy or peace of mind?

Question Three

How do I want to feel this week? What's one habit that supports that feeling?

Question Four

My Self-Care Intention (one clear, specific action I will commit to this week):

SECTION 2: Building Supportive Relationships

Networking Reflection

Who are three people you can connect with this month to build your support network?

Communication Challenge

What communication habit could you improve to strengthen your relationships?

Collaboration Focus

Think of a team or partnership. What can you do to improve collaboration?

SECTION 3: Effective Goal-Setting

Create a SMART Goal

Choose a personal or professional goal and make it SMART.

SPECIFIC

MEASURABLE

ACHIEVABLE

RELEVANT

TIME-BOUND

Barriers to Success

What might get in your way? How will you overcome these barriers?

SECTION 4: Overcoming People-Pleasing Tendencies

Identify Your Patterns

When do you notice yourself trying too hard to please others?

Set a Boundary This Week

Where can you say "no" or set a clear boundary in your life right now?

Affirmation Statement

Write a reminder or affirmation for yourself to resist people-pleasing tendencies.

SECTION 5: The Power of the DISC Personality Assessment

What's Your Style?

Which DISC style do you most identify with? (Circle one or more)



DOMINANCE

You're results-driven, assertive, and motivated by challenges. You like to take charge and get things done.



INFLUENCE

You're enthusiastic, persuasive, and sociable. You thrive in engaging with others and inspiring a shared vision.



STEADINESS

You're calm, loyal, and a great team player. You value harmony and consistency and are often the glue that holds teams together.



CONSCIENTIOUSNESS

You're analytical, detail-oriented, and love structure. You strive for accuracy and quality in everything you do.

SECTION 5: The Power of the DISC Personality Assessment

Application to Leadership

How can knowing your DISC style make you a better leader?

DISC in Relationships

How might you adjust your approach when working with different DISC styles?

SECTION 6: Creating a Leadership Wellness Plan

Define Your Leadership Vision

What kind of leader do you want to be?

Your Wellness Non-Negotiables

What three wellness practices will you commit to protecting no matter how busy things get?

Leadership Check-In

Create a simple weekly ritual (e.g., journaling, walking, reflecting) to check in with yourself. What will you do and when?

Group Discussion Notes

What ideas or experiences stood out to you during our group conversation?

What questions or insights do you want to explore further with your team or peers?

Closing Reflection: What is your biggest takeaway from today's session? What action will you commit to this week?

Thank you!



Thank you so much for the opportunity to walk alongside you on this part of your journey. It's been an honor to witness your growth, your courage, and your commitment to stepping into the next chapter of your life with clarity and purpose.

I'm truly inspired by your progress and proud of the work you've done — even when it wasn't easy. You've shown up with honesty and heart, and that makes all the difference.

As you continue forward, please know I'm cheering you on every step of the way. I wish you nothing but continued success, peace, and fulfillment in all you do. And if ever you need support, guidance, or just someone to hold space — I'm here for you.

Your next chapter is your B.E.S.T. chapter — Begin, Embrace, find Strength, and Transform!

Alina J. Ugas

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Daily

PLANNER

DATE _____

• • • • • • •
S M T W T F S

Things to do

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Meetings

Wellness Routine



Inspirations

Reminders

Weekly

PLANNER

DATE

S

M

T

W

T

F

S

Priorities

Reminders

Notes

Monthly

OVERVIEW

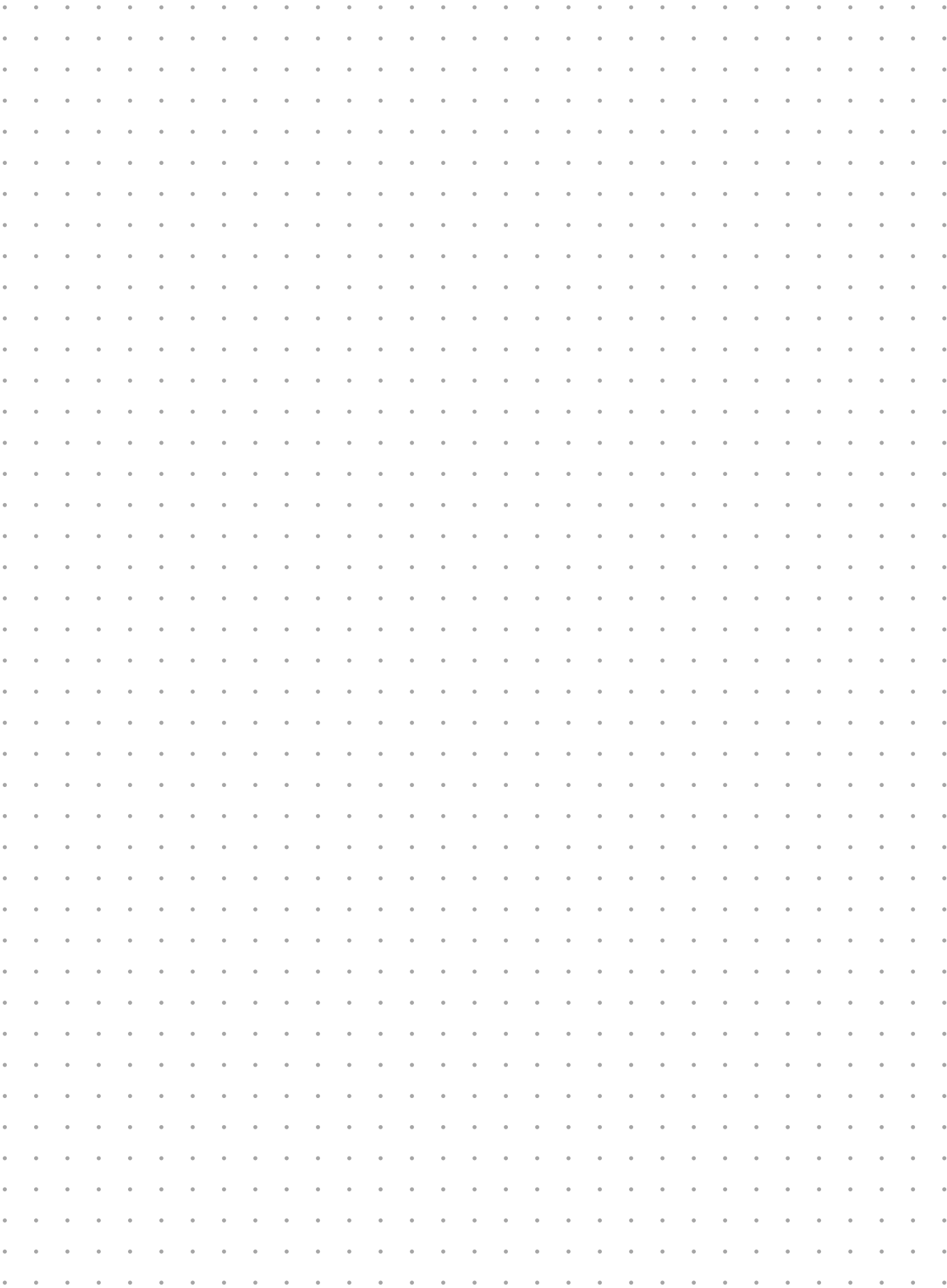
MONTH

Tasks

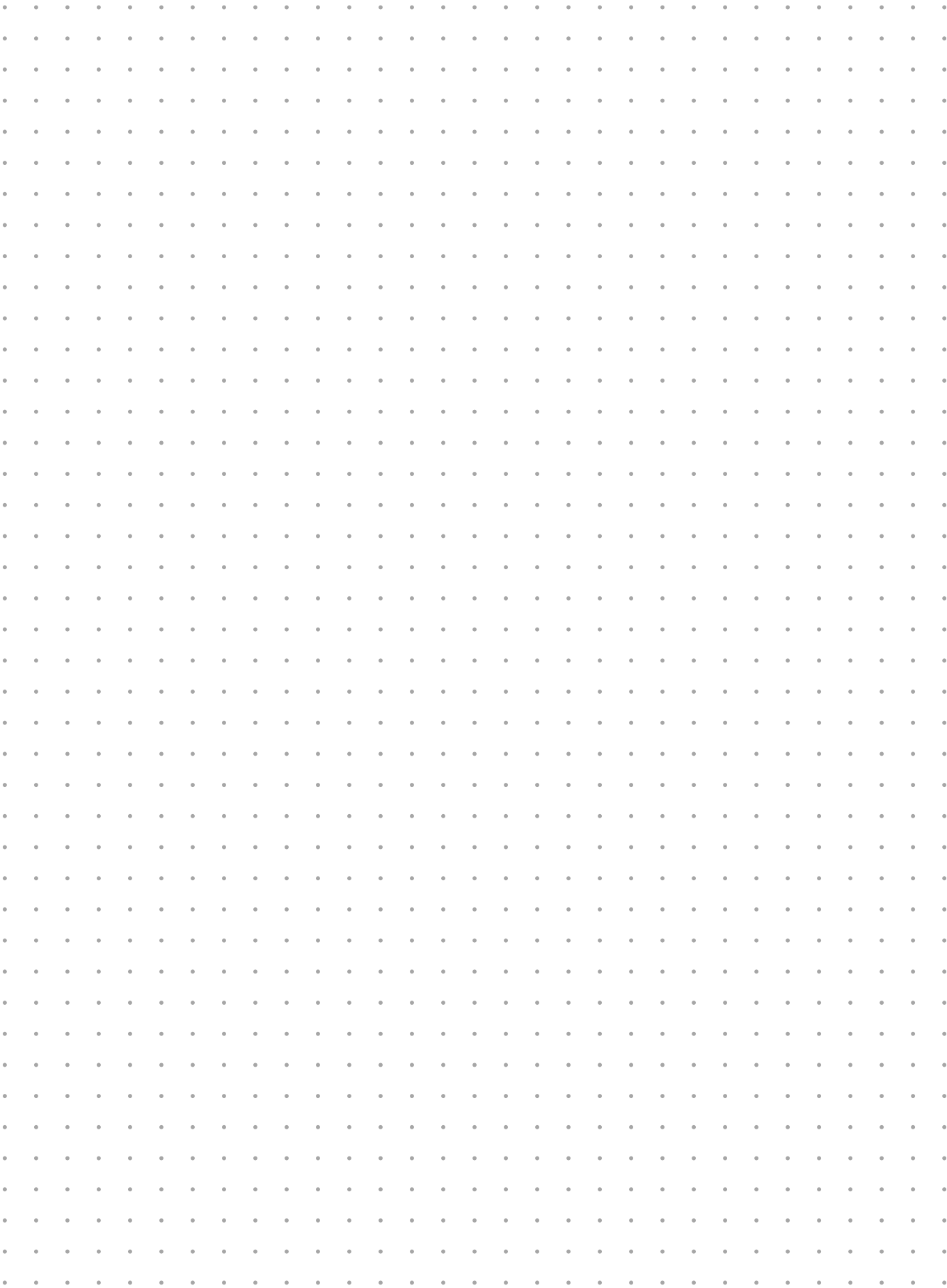
Milestones

S	M	T	W	T	F	S

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