



SOP CHECKLIST

Your Standard Operating Procedures determine how you experience your day. Being aware of your SOP allows you to make changes where necessary, to make that experience better.

The following checklist is just for starters – add any items you think of that are specific to you and your well-being.

Check off each item that is true for you. If an item is not true, consider what you could change to make it true.

PHYSICAL HEALTH HABITS

- I sleep well, between 6 and 8 hours every day.
- I feel refreshed and without pain when I wake up.
- I am comfortable in my bed.
- I eat fresh, nutritious food daily.
- I exercise at least 3 times a week.
- My cholesterol levels are within the normal range.
- I drink plenty of water each day.
- I drink less than 3 caffeinated drinks each day.
- I keep my sugar intake to a minimum.
- I have a healthcare team.



LIVING ENVIRONMENT

- I do not live or work in a high pollution area.
- I do not live or work near high-tension electrical lines.
- I am not exposed to toxic materials or chemicals at work or at home.
- The temperature in my home or workplace is comfortable.
- My home and workplace are organized and uncluttered.
- My home has a comfortable, quiet area where I can relax.
- The colors and décor of my home and workplace are calming.
- My home has working smoke detectors and emergency first aid supplies.
- My car is properly maintained and safe.

MENTAL and EMOTIONAL HEALTH

- I wake up looking forward to my day.
- I have a specific morning routine.
- I acknowledge what I am grateful for every day.
- I take at least 2 vacations or breaks from my routine each year, which refresh and energize me.
- I take my time when driving.
- I arrive at least five minutes early for appointments.
- I do not make promises I cannot keep.



- I set realistic goals.
- I regularly challenge my perceptions of the world.
- I have a good laugh at least once a day.
- I have a mission or purpose in life.

PERSONAL RELATIONSHIPS

- I have at least 2 friends outside my immediate family who I can talk to about anything.
- I have people to talk to when I am stressed.
- I have someone in my life who hugs me regularly.
- I have people in my life who encourage me and my dreams.
- I have apologized to those I feel I have harmed in any way.
- I have forgiven friends, family, and colleagues who have hurt me.
- I have resolved conflicts so I don't feel the need to avoid anyone.
- I have disconnected from people who repeatedly betrayed or disrespected me.
- I regularly tell my friends and family how much I care about them.
- I do not try to fix people.
- I feel significant with everyone I have contact with.
- I have a support network in case of emergencies.



SPIRITUAL LIFE

- I meditate or pray regularly.
- I have experiences that are spiritually or philosophically meaningful.
- I have ways of recharging my faith.
- I do not feel threatened if my worldview is not mirrored by others in my life.

MATERIAL CONCERNS

- I am debt-free or have a working plan to become debt-free.
- I have special skills and knowledge that give me job security.
- I am paid fairly for my work.
- I have enough resources for emergencies.
- I recover from financial disappointments quickly.
- I do not obsess about not having enough.

Review and re-check your list regularly. Consider the following suggestions for help with items you have not checked off. If you think of other things that would help you, add them to the list!

- Participate in formal help if you have extreme stress, depression, or suicidal thoughts that persist for more than a couple of weeks.
- Move and walk as much as possible, even for short periods.
- Pay attention to what you're eating, especially processed foods.
- Keep a glass or bottle of water within reach.
- Set a regular sleep schedule, and stick with it.



- Recognize when you are hungry, angry, lonely, or tired (HALT) and take appropriate measures.
- Look for the humor in daily living.
- Don't take yourself too seriously.
- Increase enjoyable leisure activities that reduce stress.
- Set and maintain boundaries – delegate, don't agree to things you can't do.
- Be aware of your limitations.
- Be open to new experiences.
- Try not to always be the 'expert' or in charge.
- Be willing to ask for help.
- Rebuild personal relationships that have weakened.
- Make time regularly for self-reflection
- Keep a journal of thoughts, feelings, experiences, and plans.
- Engage in creative activities like writing, drawing, or music.
- Be willing to ask for help.
- Incorporate relaxation techniques into your day.
- Limit your use of caffeine, nicotine, alcohol, and other substances.

As you check more things off, notice how your body and energy levels change. Integrate changes into all aspects of your life. Positive changes in one area will bring about positive changes in all others.

By changing your SOP, you will change your life!