

## 12 Step Program for Workaholics

1. I realize that even if I work 24/7/365, I will never be completely caught up with all of my work.
2. I give myself permission to say “No” when someone requests something of me that I know I will not have time to do.
3. I realize that I cannot be all things to all people and that I must first be there for myself.
4. I will allow myself at least 30 minutes every day that are mine alone and will fill that time with anything I choose to do; even it that means I do absolutely nothing but listen to the clock ticking on the wall.
5. I will not use my 30 minutes to feel guilty or think about all I could be doing if I wasn't taking the time for myself.
6. I will unsubscribe from all email newsletters that I have not read in the last year.
7. I will turn off my cell phone and/or pager when I leave the office and will not turn it back on until I go into work the following business day.
8. I will spend at least 30 minutes each day performing some type of physical exercise. Walking back and forth from the copy machine does not count!
9. I will let my voice mail take calls when I am working on a special project or meeting with someone and I will not return them until the task/meeting has ended.
10. I will maintain a close personal relationship with at least one person outside of my coworkers and when I meet with that person, I will not talk about my work.
11. I will form a mentoring relationship with a peer outside of my agency and meet with them at least four times per year. We can discuss our jobs.
12. I will always remember that I must take care of myself because I can help no one if I am dead.

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