

# Think Trauma Participant Worksheets

---

## 4.1 Why Think Trauma for Staff?

Think about a time that you felt cared for at work and consider the following questions:

How did your attitude change after you felt cared for at work?

---

---

---

---

How do you think feeling cared for at work relates to a trauma-informed approach?

---

---

---

---

## PROFESSIONAL QUALITY OF LIFE SCALE (PROQOL)

### COMPASSION SATISFACTION AND COMPASSION FATIGUE (PROQOL) VERSION 5 (2009)

When you [help] people you have direct contact with their lives. As you may have found, your compassion for those you [help] can affect you in positive and negative ways. Below are some questions about your experiences, both positive and negative, as a [helper]. Consider each of the following questions about you and your current work situation. Select the number that honestly reflects how frequently you experienced these things in the last 30 days.

**1=Never**

**2=Rarely**

**3=Sometimes**

**4=Often**

**5=Very Often**

- \_\_\_\_\_ 1. I am happy.
- \_\_\_\_\_ 2. I am preoccupied with more than one person I [help].
- \_\_\_\_\_ 3. I get satisfaction from being able to [help] people.
- \_\_\_\_\_ 4. I feel connected to others.
- \_\_\_\_\_ 5. I jump or am startled by unexpected sounds.
- \_\_\_\_\_ 6. I feel invigorated after working with those I [help].
- \_\_\_\_\_ 7. I find it difficult to separate my personal life from my life as a [helper].
- \_\_\_\_\_ 8. I am not as productive at work because I am losing sleep over traumatic experiences of a person I [help].
- \_\_\_\_\_ 9. I think that I might have been affected by the traumatic stress of those I [help].
- \_\_\_\_\_ 10. I feel trapped by my job as a [helper].
- \_\_\_\_\_ 11. Because of my [helping], I have felt "on edge" about various things.
- \_\_\_\_\_ 12. I like my work as a [helper].
- \_\_\_\_\_ 13. I feel depressed because of the traumatic experiences of the people I [help].
- \_\_\_\_\_ 14. I feel as though I am experiencing the trauma of someone I have [helped].
- \_\_\_\_\_ 15. I have beliefs that sustain me.
- \_\_\_\_\_ 16. I am pleased with how I am able to keep up with [helping] techniques and protocols.
- \_\_\_\_\_ 17. I am the person I always wanted to be.
- \_\_\_\_\_ 18. My work makes me feel satisfied.
- \_\_\_\_\_ 19. I feel worn out because of my work as a [helper].
- \_\_\_\_\_ 20. I have happy thoughts and feelings about those I [help] and how I could help them.
- \_\_\_\_\_ 21. I feel overwhelmed because my case [work] load seems endless.
- \_\_\_\_\_ 22. I believe I can make a difference through my work.
- \_\_\_\_\_ 23. I avoid certain activities or situations because they remind me of frightening experiences of the people I [help].
- \_\_\_\_\_ 24. I am proud of what I can do to [help].
- \_\_\_\_\_ 25. As a result of my [helping], I have intrusive, frightening thoughts.
- \_\_\_\_\_ 26. I feel "bogged down" by the system.
- \_\_\_\_\_ 27. I have thoughts that I am a "success" as a [helper].
- \_\_\_\_\_ 28. I can't recall important parts of my work with trauma victims.
- \_\_\_\_\_ 29. I am a very caring person.
- \_\_\_\_\_ 30. I am happy that I chose to do this work.

## YOUR SCORES ON THE PROQOL: PROFESSIONAL QUALITY OF LIFE SCREENING

Based on your responses, place your personal scores below. If you have any concerns, you should discuss them with a physical or mental health care professional.

---

### Compassion Satisfaction \_\_\_\_\_

Compassion satisfaction is about the pleasure you derive from being able to do your work well. For example, you may feel like it is a pleasure to help others through your work. You may feel positively about your colleagues or your ability to contribute to the work setting or even the greater good of society. Higher scores on this scale represent a greater satisfaction related to your ability to be an effective caregiver in your job.

The average score is 50 (SD 10; alpha scale reliability .88). About 25% of people score higher than 57 and about 25% of people score below 43. If you are in the higher range, you probably derive a good deal of professional satisfaction from your position. If your scores are below 40, you may either find problems with your job, or there may be some other reason—for example, you might derive your satisfaction from activities other than your job.

---

### Burnout \_\_\_\_\_

Most people have an intuitive idea of what burnout is. From the research perspective, burnout is one of the elements of Compassion Fatigue (CF). It is associated with feelings of hopelessness and difficulties in dealing with work or in doing your job effectively. These negative feelings usually have a gradual onset. They can reflect the feeling that your efforts make no difference, or they can be associated with a very high workload or a non-supportive work environment. Higher scores on this scale mean that you are at higher risk for burnout.

The average score on the burnout scale is 50 (SD 10; alpha scale reliability .75). About 25% of people score above 57 and about 25% of people score below 43. If your score is below 43, this probably reflects positive feelings about your ability to be effective in your work. If you score above 57 you may wish to think about what at work makes you feel like you are not effective in your position. Your score may reflect your mood; perhaps you were having a “bad day” or are in need of some time off. If the high score persists or if it is reflective of other worries, it may be a cause for concern.

---

### Secondary Traumatic Stress \_\_\_\_\_

The second component of Compassion Fatigue (CF) is secondary traumatic stress (STS). It is about your work related, secondary exposure to extremely or traumatically stressful events. Developing problems due to exposure to other's trauma is somewhat rare but does happen to many people who care for those who have experienced extremely or traumatically stressful events. For example, you may repeatedly hear stories about the traumatic things that happen to other people, commonly called Vicarious Traumatization. If your work puts you directly in the path of danger, for example, field work in a war or area of civil violence, this is not secondary exposure; your exposure is primary. However, if you are exposed to others' traumatic events as a result of your work, for example, as a therapist or an emergency worker, this is secondary exposure. The symptoms of STS are usually rapid in onset and associated with a particular event. They may include being afraid, having difficulty sleeping, having images of the upsetting event pop into your mind, or avoiding things that remind you of the event.

The average score on this scale is 50 (SD 10; alpha scale reliability .81). About 25% of people score below 43 and about 25% of people score above 57. If your score is above 57, you may want to take some time to think about what at work may be frightening to you or if there is some other reason for the elevated score. While higher scores do not mean that you do have a problem, they are an indication that you may want to examine how you feel about your work and your work environment. You may wish to discuss this with your supervisor, a colleague, or a health care professional.

## WHAT IS MY SCORE AND WHAT DOES IT MEAN?

In this section, you will score your test so you understand the interpretation for you. To find your score on **each section**, total the questions listed on the left and then find your score in the table on the right of the section.

### Compassion Satisfaction Scale

Copy your rating on each of these questions on to this table and add them up. When you have added them up you can find your score on the table to the right.

3. \_\_\_\_\_  
 6. \_\_\_\_\_  
 12. \_\_\_\_\_  
 16. \_\_\_\_\_  
 18. \_\_\_\_\_  
 20. \_\_\_\_\_  
 22. \_\_\_\_\_  
 24. \_\_\_\_\_  
 27. \_\_\_\_\_  
 30. \_\_\_\_\_

**Total:** \_\_\_\_\_

The sum of my Compassion Satisfaction questions is	So My Score Equals	And my Compassion Satisfaction level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

### Burnout Scale

On the burnout scale you will need to take an extra step. Starred items are "reverse scored." If you scored the item 1, write a 5 beside it. The reason we ask you to reverse the scores is because scientifically the measure works better when these questions are asked in a positive way though they can tell us more about their negative form. For example, question 1. "I am happy" tells us more about

- \*1. \_\_\_\_\_ = \_\_\_\_\_  
 \*4. \_\_\_\_\_ = \_\_\_\_\_  
 8. \_\_\_\_\_  
 10. \_\_\_\_\_  
 \*15. \_\_\_\_\_ = \_\_\_\_\_  
 \*17. \_\_\_\_\_ = \_\_\_\_\_  
 19. \_\_\_\_\_  
 21. \_\_\_\_\_  
 26. \_\_\_\_\_  
 \*29. \_\_\_\_\_ = \_\_\_\_\_

**Total:** \_\_\_\_\_

The sum of my Burnout Questions is	So my score equals	And my Burnout level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

You Wrote	Change to	
	5	the effects of helping when you are <i>not</i> happy so you reverse the score
2	4	
3	3	
4	2	
5	1	

### Secondary Traumatic Stress Scale

Just like you did on Compassion Satisfaction, copy your rating on each of these questions on to this table and add them up. When you have added them up you can find your score on the table to the right.

2. \_\_\_\_\_  
 5. \_\_\_\_\_  
 7. \_\_\_\_\_  
 9. \_\_\_\_\_  
 11. \_\_\_\_\_  
 13. \_\_\_\_\_  
 14. \_\_\_\_\_  
 23. \_\_\_\_\_  
 25. \_\_\_\_\_  
 28. \_\_\_\_\_

**Total:** \_\_\_\_\_

The sum of my Secondary Trauma questions is	So My Score Equals	And my Secondary Traumatic Stress level is
22 or less	43 or less	Low
Between 23 and 41	Around 50	Average
42 or more	57 or more	High

# Think Trauma Participant Worksheets

---

## 4.2 Self-Care Assessment

The following worksheet for assessing self-care is not exhaustive, merely suggestive. Feel free to add areas of self-care that are relevant for you and rate yourself on how often and how well you are taking care of yourself these days. When you are finished, look for patterns in your responses. Are you more active in some areas of self-care? Do you tend to ignore others? Are there items on the list that hadn't even occurred to you? Listen to your internal responses and dialogue about self-care, and take note of anything you would like to prioritize moving forward.

Rate the following areas according to how well you think you are doing:

3 = I do this well (e.g., frequently); 2 = I do this OK (e.g., occasionally); 1 = I barely or rarely do this; 0 = I never do this

? = This never occurred to me

### Physical Self-Care

- |   |  |
|---|--|
| <input type="checkbox"/> Eat regularly (breakfast, lunch, and dinner) | <input type="checkbox"/> Exercise                      |
| <input type="checkbox"/> Get regular medical care for prevention      | <input type="checkbox"/> Eat healthily                 |
| <input type="checkbox"/> Get medical care when needed                 | <input type="checkbox"/> Get massages                  |
| <input type="checkbox"/> Take time off when sick                      | <input type="checkbox"/> Take vacations                |
| <input type="checkbox"/> Wear clothes I like                          | <input type="checkbox"/> Get enough sleep              |
| <input type="checkbox"/> Do some fun physical activity                | <input type="checkbox"/> Do some fun artistic activity |
| <input type="checkbox"/> Think positive thoughts about my body        | <input type="checkbox"/> (Other) _____                 |

### Psychological Self-Care

- |   |   |
|---|---|
| <input type="checkbox"/> Take day trips or mini-vacations                 | <input type="checkbox"/> Make time for self-reflection    |
| <input type="checkbox"/> Have my own personal psychotherapy               | <input type="checkbox"/> Write in a journal               |
| <input type="checkbox"/> Make time away from technology/internet          | <input type="checkbox"/> Attend to minimizing life stress |
| <input type="checkbox"/> Read something unrelated to work                 | <input type="checkbox"/> Be curious                       |
| <input type="checkbox"/> Notice my thoughts, beliefs, attitudes, feelings | <input type="checkbox"/> Say no to extra responsibilities |
| <input type="checkbox"/> Engage my intelligence in a new way or area      | <input type="checkbox"/> Be okay leaving work at work     |
| <input type="checkbox"/> Do something at which I am not expert            | <input type="checkbox"/> (Other) _____                    |

### Emotional Self-Care

- |   |   |
|---|---|
| <input type="checkbox"/> Spend time with people whose company I enjoy       | <input type="checkbox"/> Love myself                    |
| <input type="checkbox"/> Stay in contact with important people in my life   | <input type="checkbox"/> Allow myself to cry            |
| <input type="checkbox"/> Re-read favorite books, re-view favorite movies    | <input type="checkbox"/> Give myself affirmation/praise |
| <input type="checkbox"/> Identify and seek out comforting activities/places | <input type="checkbox"/> Find things that make me laugh |
| <input type="checkbox"/> Express my outrage in social action or discussion  | <input type="checkbox"/> (Other) _____                  |

# Think Trauma Participant Worksheets

---

## Spiritual Self-Care

- |  |   |
|--|---|
| <input type="checkbox"/> Make time for reflection                        | <input type="checkbox"/> Spend time in nature           |
| <input type="checkbox"/> Find a spiritual connection or community        | <input type="checkbox"/> Be open to inspiration         |
| <input type="checkbox"/> Be aware of non-material aspects of life        | <input type="checkbox"/> Cherish my optimism and hope   |
| <input type="checkbox"/> Try at times not to be in charge or the expert  | <input type="checkbox"/> Be open to knowing             |
| <input type="checkbox"/> Identify what is meaningful to me               | <input type="checkbox"/> Meditate                       |
| <input type="checkbox"/> Seek out reenergizing or nourishing experiences | <input type="checkbox"/> Find time for prayer or praise |
| <input type="checkbox"/> Contribute to causes in which I believe         | <input type="checkbox"/> Have experiences of awe        |
| <input type="checkbox"/> Read or listen to something inspirational       | <input type="checkbox"/> (Other) _____                  |

## Relationship Self-Care

- |   |   |
|---|---|
| <input type="checkbox"/> Schedule regular dates with my partner             | <input type="checkbox"/> Make time to be with friends |
| <input type="checkbox"/> Call, check on, or see my relatives                | <input type="checkbox"/> Ask for help when I need it  |
| <input type="checkbox"/> Share a fear, hope, or secret with someone I trust | <input type="checkbox"/> Communicate with my family   |
| <input type="checkbox"/> Stay in contact with faraway friends               | <input type="checkbox"/> Enlarge my social circle     |
| <input type="checkbox"/> Make time for personal correspondence              | <input type="checkbox"/> Spend time with animals      |
| <input type="checkbox"/> Allow others to do things for me                   | <input type="checkbox"/> (Other) _____                |

## Workplace or Professional Self-Care

- |  |  |
|--|--|
| <input type="checkbox"/> Take time to chat with coworkers                  | <input type="checkbox"/> Make quiet time to work       |
| <input type="checkbox"/> Identify projects/tasks that are exciting         | <input type="checkbox"/> Take a break during the day   |
| <input type="checkbox"/> Balance my load so that nothing is “way too much” | <input type="checkbox"/> Set limits with my boss/peers |
| <input type="checkbox"/> Arrange work space to be comfortable              | <input type="checkbox"/> Have a peer support group     |
| <input type="checkbox"/> Get regular supervision or consultation           | <input type="checkbox"/> Identify rewarding tasks      |
| <input type="checkbox"/> Negotiate/advocate for my needs                   | <input type="checkbox"/> (Other) _____                 |

## Overall Balance

- Strive for balance within my work-life and work day
- Strive for balance among my family, friends, and relationships
- Strive for balance between play and rest
- Strive for balance between work/service and personal time
- Strive for balance in looking forward and acknowledging the moment

## Areas of Self-Care that are Relevant to You

- (Other) \_\_\_\_\_
- (Other) \_\_\_\_\_

Adapted from Saakvitne, Pearlman, & Staff of TSI/CAAP (1996). Transforming the Pain: A Workbook on Vicarious 999oTraumatization. Norton.  
Adapted by Lisa D. Butler, PhD.

## Think Trauma Participant Worksheets

---

### 4.3 Invisible Suitcase

Being immersed in the traumas of our youth can affect our worldview. It can have an impact on what we believe about the world, ourselves, youth, and others. Like our youth, we too develop an “invisible suitcase” of thoughts and beliefs as a result of our experience.

Think about the answers to the following questions. You may also choose to respond to these questions based upon your observations of co-workers. Sometimes we are better at recognizing changes in others than we are at recognizing them in ourselves.

1. What are the ways you feel your work has had a negative influence on what matters to you in life?

---

---

---

2. What are the ways you feel your work has had a negative influence on the way you see the world?

---

---

---

3. What are the ways you feel your work has had a negative influence on the way you see yourself or the ways others in your life see you?

---

---

---

4. What are the ways you feel your work has had a negative influence on the way you view others?

---

---

---

# Think Trauma Participant Worksheets

---

## 4.4 Impact of Secondary Traumatic Stress

Below are various ways that secondary traumatic stress has impacted an individual and factors that can lead to a greater impact.

### Emotional/Psychological

- Distancing
- Negative self-image
- Depression or anxiety
- Reduced ability to feel sympathy & empathy
- Anger, mood swings or cynicism & resentment
- Extreme emotions
- Dread of working with certain cases
- Feeling professional helplessness
- Depersonalization
- Poor boundaries
- Implicit Bias

### Physical

- Problems sleeping
- Headaches
- Abdominal pain
- Back pain
- Eye twitch
- Bruising (teeth grinding)
- Hives
- Poor concentration, forgetfulness
- Hypertension
- Cardiovascular disease

### Risk Factors for Increased Impact of STS

- Higher dose of exposure to STS (i.e., hearing stories about trauma from others, including co-workers venting about stories)
- Personal history of previous trauma exposure, particularly when trauma exposure led to untreated traumatic stress reactions.
- Lower levels of support from important others at work and in personal life. This includes supervisors, co-workers, and important people in our personal lives.
- Having low sense of competence and unable to complete job effectively due to lack of training in evidence-based responses to trauma.
- Individuals who are new to their job are more susceptible to the impact of STS.
- Tendency towards negative coping styles such as overworking, bottling up or numbing emotional responses, isolating, or passivity.

**Which of these signs and risk factors do you believe occur most among your co-workers?**

---

---



# Think Trauma Participant Worksheets

---

## 4.5 Organizational Stress and Solutions

*Identify organizational stressors that arise in your organization and possible solutions.*

### **Organizational Stressors**

### **Organizational Solutions**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Think Trauma Participant Worksheets

---

## 4.6 The Stress Awareness Tool

We all have periods of time when we feel overwhelmed. Every day we feel some degree of hassle or strain due to minor stressors (e.g., you overslept or are stuck in traffic) or major situations (e.g. job insecurity or illness). Stress can manifest itself in many ways. Think about how you are affected by various stressors and complete the list below.

Ways in which my body reacts to stress:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Ways in which my personal life is affected by stress:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Ways in which my professional life is affected by stress:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Think Trauma Participant Worksheets

---

### 4.6 The Stress Awareness Tool (continued)

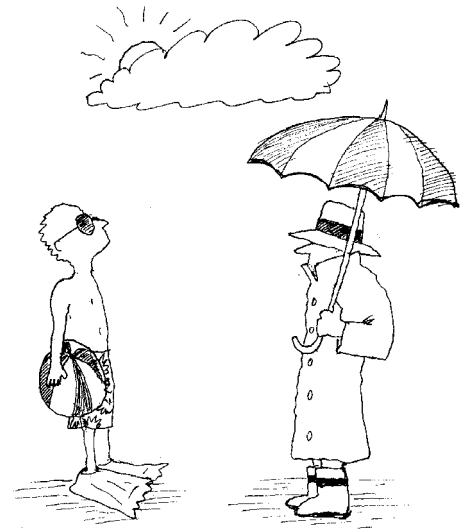


Put an X on the body  
in all the places where  
you feel stress.

# Facts about Optimism

## Optimism

is the skill of focusing on the **positive** — without denying the **negative** — and channeling one's energy towards what is **controllable**



### Optimistic people:

- Tend to have greater motivation, greater resilience, more positive moods, higher achievement and a greater sense of control
- Tend to feel and perform better
- Tend to have more positive relationships

# Optimism — Working the Positive

**FOR EACH NEGATIVE STATEMENT WRITE TWO POSITIVE/OPTIMISTIC RESPONSES:**

**This is all messed up, it's not going to work.**

*(Example: It will work if I try another way.)*

1. \_\_\_\_\_

2. \_\_\_\_\_

**This is not the way it should be.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**After four hours of trying, this is looking worse and worse.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**None of my clients see what I am trying to do for them.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**You are never able to get anything right.**

1. \_\_\_\_\_

2. \_\_\_\_\_

# Think Trauma Participant Worksheets

---

## 4.7 Active Coping Plan

1. What are the triggers/reminders or stressful situations that make you feel too stressed or emotionally overwhelmed?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. What are the early warning signs that you experience in your body or through your behavior, emotions and thoughts that indicate you are becoming too stressed or emotionally overwhelmed?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. Considering the handouts used in this training, what active coping strategies would you employ to deal with the specific responses to the questions above?

a. Short-Term/Immediate: Active coping strategies you can do in the moment to reduce the impact of triggers/reminders or manage early warning signs.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

b. Long-Term/Preventative/Repair: Active coping strategies you can do over time to prevent feeling too overwhelmed or repair damage caused by feeling overwhelmed.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Think Trauma Participant Worksheets

---

## 4.8 Focusing on Good Days

We all have bad days at work, but there are also moments that remind you why you do this work.

- Think about a rewarding moment at your job.
- What are 3 things that you love/enjoy about your job?
- Think about 5 people whose lives you've touched.
- Why did you take your current job?
- What are 3 compliments you have received from your co-workers, or 3 things you think you do well?

Adapted from "What about you? A workbook for those who work with others" by Volk, Guarino, Grandin & Clervil (2008). The National Center on Family Homelessness.

# Think Trauma Participant Worksheets

---

## 4.9 Right Fit Therapist

### 10 questions to ask when choosing a therapist

Whether you get a recommendation for a therapist from your primary care doctor, a friend, or your insurance company, finding out about his or her background and training can help you feel comfortable with your choice.

Here are some questions to ask before settling on a therapist:

1. What's your training (i.e., what certification or degrees do you hold)?
2. How long have you worked in this field?
3. What kinds of treatment or therapy do you think might help me?
4. What are the advantages and disadvantages of different approaches to treatment, including medications?
5. How does the type of treatment you offer work?
6. What are the chances that treatment will succeed?
7. How soon should I start feeling better?
8. How will we assess my progress?
9. What should I do if I don't feel better?
10. How much will treatment cost?

It's hard for a therapist to give precise answers to some of these questions, because no single therapist or type of treatment is best for everyone. But there are some general responses you should be looking for: The therapist should easily be able to describe his or her formal training and certification, for example. And while there's a tendency for mental health professionals to offer only the particular type of psychotherapy that they do best, it's a good sign if the person can describe the merits and drawbacks of different types of treatment, including ones he or she doesn't do.

It's also a good idea to ask your therapist to periodically check in with you about your progress. If you don't feel there's been improvement after several months, consider getting a second opinion.



# Think Trauma Participant Worksheets

---

## 4.10 Workplace Wellness Inventory

*2 minutes*

- Smile
- Breathe deeply
- Make coffee or tea
- Stretch
- Sign up for a training opportunity
- Thank someone
- Tell a joke to a co-worker
- Have a “2min dance party”

*5 minutes*

- Respond to an email that has been nagging you
- Have a conversation with someone who you don't usually work with
- Schedule a team meeting
- Straighten up one of the common areas

*10 minutes*

- Clean up your workspace (or at least a part of it!)
- Plan a party to celebrate an accomplishment or milestone
- Discuss training opportunities with your supervisor
- Do a wellness activity with your colleagues at a staff meeting

*30 minutes*

- Eat lunch with your colleagues
- Sit or walk outside
- Assess your wellness plan
- Discuss self-care, burnout and compassion fatigue at a staff meeting
- Have a “walking meeting” with a colleague