



Putting It Into Practice Activity: Scenario and Worksheet

Instructions: Read the scenario and complete the Wellness Strategies: Create Your Timeline Worksheet.

Scenario: Gloria's Wellness Plan

Gloria meets with the whole family services team to discuss strategies for developing and supporting a culture of wellness and a welcoming program environment for families. Lisa, a family services staff, suggests they post some short quotes and reminders to take a few deep breaths near the elevators and restrooms, to encourage staff and families to slow down and relax.

Gloria is encouraged by her team's input and creates her self-care strategies to help manage the stress of being a new manager. Her plan includes the following:

- Scheduling a lunch break with a co-worker at least once a week away from her desk to build social connections
- Walking at least three evenings each week for exercise and stress relief at the end of the day

Gloria talks with her program director, Molly, and her team about creating a staff wellness plan for the whole center. Gloria and Molly form a staff wellness planning team, which includes the health manager, mental health consultant, nutrition manager, and human resources representative. The team starts by gathering information from all staff on their wellness interests and needs. Then, with this information, they seek out community partners, including a local meditation center that provides training for staff on mindfulness, to support the needs and interests identified by the staff.

Gloria and Molly also realize that reflective supervision has not been a priority, given all the competing priorities at the center. In response, they set regular times for reflective supervision and identify backup staff who can be available if urgent issues arise while a manager or staff member is in reflective supervision. In addition, Gloria and Molly plan to check in with staff after six months to assess if these wellness strategies meet the staff's needs or if changes are needed.

Gloria documents the new plan using the Wellness Strategies: Create Your Timeline worksheet.

Now it's your turn to create wellness strategies for your program.

Wellness Strategies: Create Your Timeline Worksheet

Instructions: Use the timeline worksheet to help plan your program's staff wellness strategies. Consider which tasks are in-planning, in-progress, and in-place.

We encourage you to include representatives from all program staff roles in your planning efforts to create a culture of wellness that is inclusive of all staff. This worksheet is also available separately in a downloadable PDF version.

Example

Season/Month	Task Description
<input type="checkbox"/> Summer/ _____ <input checked="" type="checkbox"/> Fall/ <u>September</u> _____ <input type="checkbox"/> Winter/ _____ <input type="checkbox"/> Spring/ _____	Form a team to create a staff wellness plan.
Task Type <input checked="" type="checkbox"/> In-Planning <input type="checkbox"/> In-Progress <input type="checkbox"/> In-Place	

Wellness Strategies: Create Your Timeline Worksheet



<p>Season/Month</p> <p><input type="checkbox"/> Summer/ _____</p> <p><input type="checkbox"/> Fall/ _____</p> <p><input type="checkbox"/> Winter/ _____</p> <p><input type="checkbox"/> Spring/ _____</p>	Task Description
<p>Task Type</p> <p><input type="checkbox"/> In-Planning</p> <p><input type="checkbox"/> In-Progress</p> <p><input type="checkbox"/> In-Place</p>	

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