



## Prioritize physical wellbeing by:

- Hydrating
- Walking for 15 minutes a day
- Spending time outdoors every day
- Remembering to take time to eat during workdays



## Maintain and increase social connections by:

- Setting up weekly virtual social events or meetings with friends and family
- Spending quality time with pets
- Participating in book clubs and other learning experiences



## Make time for creativity by:

- Developing a creative practice
- Taking photos on daily walks



## Create and maintain boundaries by:

- Sending offline messages during work hours to allow time to focus deeply on a specific project
- Making a schedule and sticking to it
- Saying no to assignments that can wait
- Modeling work/life balance for staff
- Encouraging staff to take paid time off
- Making meetings for 50 minutes to allow staff the time to stretch and move before the next meeting
- Avoiding texting colleagues after work hours and on weekends, when possible



## Provide opportunities for social support by:

- Asking staff 'how are you?' in a meaningful way and listening closely to responses
- Reengaging staff/clients in the new year
- Creating space to exercise with co-workers and clients
- Hosting staff social events (such as virtual concerts)
- Doing ice breakers to start meetings, e.g. expressing appreciation for other staff members
- Taking walking meetings with masks and social distancing



## Provide organizational work related to diversity, equity, and inclusion (DEI) by:

- Hiring a strategic consultant to help embed DEI practices
- Creating a workplace mission statement about DEI
- Holding half-day meetings to discuss mental health and DEI