

STAFF WELLNESS

checklist

MICRO-MOMENTS OF REST

- ENCOURAGE STAFF TO TAKE FIVE-MINUTE BREAKS THROUGHOUT THE DAY.
- PROVIDE ACCESS TO QUICK MINDFULNESS OR BREATHING EXERCISES VIA POSTERS OR AN APP.
- CREATE A DESIGNATED RELAXATION SPACE WITH COMFORTABLE SEATING AND CALMING DECOR.

TEAM GRATITUDE BOARD

- DEDICATE A SPACE FOR STAFF TO LEAVE POSITIVE NOTES FOR EACH OTHER.
- SCHEDULE A MONTHLY TEAM MEETING TO CELEBRATE SHARED ACCOMPLISHMENTS HIGHLIGHTED ON THE BOARD.

PROFESSIONAL GROWTH PLANS

- COLLABORATE WITH EACH TEAM MEMBER TO SET SMALL, ACHIEVABLE DEVELOPMENT GOALS FOR THE YEAR.
- OFFER ACCESS TO WORKSHOPS, ONLINE COURSES, OR CHILDCARE-RELATED CERTIFICATIONS.
- CHECK IN QUARTERLY TO REVIEW PROGRESS AND PROVIDE ENCOURAGEMENT.

ADDITIONAL TIPS FOR WELLNESS

- ORGANIZE TEAM-BUILDING ACTIVITIES TO FOSTER CONNECTION AND SUPPORT.
- OFFER FLEXIBLE SCHEDULING OR PERSONAL DAYS TO HELP MANAGE WORK-LIFE BALANCE.
- PROVIDE HEALTHY SNACKS AND BEVERAGES IN THE BREAKROOM.



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