

# PRACTICAL WISDOM

## Taking Care of Yourself and Your Staff



“Changes in our world and education system are just beginning. This is a marathon, not a sprint, so take care of yourself and each other.”



### School Leader's Self-Check

Taking care of yourself is the best gift you can give your staff and students.

- Do I have a physical or mental condition that requires professional attention?
- Am I getting adequate rest including plenty of sleep at night and a nap through the day?
- Am I maintaining a healthy diet and staying adequately hydrated?
- Have I engaged in mind-body activities and taken mental/physical breaks? (i.e. quiet times for reflection and reading, jogging, yoga, exercise, outdoor walks, breaks from electronics, setting an end time to my workday)
- Have I stayed connected to family and close friends?
- Have I stayed connected to colleagues who I can turn to for support, encouragement, and accountability?
- Do I have a system that helps me effectively manage my time and tasks including following up on inquiries and/or assistance requests I receive from others?
- Do I regularly review what I can delegate to others?
- Am I intentionally scheduling time to check-in with staff to see how they are doing, determine their needs, watch a lesson, and offer some encouragement?
- If my staff is large, have I ensured my leadership team has the entire staff covered?
- Have I communicated with my leadership team to be sure to report to me staff members who may need my individual attention?
- Am I offering adequate support to my team during this time including consistency, compassion, communication, and coaching?



### Staff Check-In

Without community, nothing else matters.

- How are you?
- How are your family, close friends, pets, etc.?
- Have you been taking time for yourself, family and/or friends?
- What are you grateful for today?
- Does your diet fuel your body? Are you drinking enough water to stay hydrated?
- Are you getting adequate rest?
- Are you concerned with any physical or mental issues that may require professional attention?
- Are you engaged in mind-body activities and taking mental/physical breaks? (i.e. quiet times for reflection and reading, jogging, yoga, exercise, outdoor walks, breaks from electronics, setting an end time to my workday)
- Are you finding opportunities for fun, laughter, and inspiration? (i.e. fun conversations, funny movies, tv shows, books, podcasts)
- Do you have a fellow staff member that you can turn to for support? When was the last time you checked in with each other?
- What are you doing that you would like me to observe and/or provide feedback? (i.e. certain lesson, innovative approach)
- What is going well for you?
- Is there something you are struggling with?
- What do you need to be successful?
- What specifically can I do to help or support you?
- What student(s) are you most concerned for right now?
- Why specifically do you have these concerns? What support does the student(s) need?

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