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Description automatically generated with medium confidenceStaff and Program Health and Wellness Assessment

**Reflection Guide**



**What to do:** Ask staff members to use the first two pages to reflect privately on personal and professional health and wellness factors, considering what works well, what could be improved, and which factors an individual can control. Then ask staff to complete and turn in the last page to improve program performance. Devote a staff meeting to discussing ways to ease job-related issues.

**Why it matters:** Group reflection can help you make positive changes that create a better working environment and give staff members opportunities to improve self-care.

**Directions:** For your personal reflection only, complete the items on this page and the following page. Consider what you might do on your own to improve your health and wellness. ***When you’re done, go to page 3*** ***to help us improve our program’s practices.***

## What does “health and wellness” mean to you?

* Not having sickness or pain.
* Having enough mental and physical energy.
* Feeling confident socially and emotionally.
* Having an overall sense of well-being.
* What else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## What can you do to improve your health and wellness?

* Eat healthy meals and snacks.
* Get regular exercise.
* Spend time in nature.
* Schedule time for things I enjoy.
* Schedule more time for sleep and rest.
* Schedule family or social time.
* Make sure, every day and every week, there is at least one activity I look forward to.
* Mark something off my to-do list that I’ve been dreading (either by doing it, deciding not to do it, or saying “no” to a pending commitment).
* Make an appointment with a doctor, dentist, or mental health professional.
* Read a book or take a class on health and wellness.
* What else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## How do you think your job is affecting your health and wellness?

* I want to go to work most days.
* I feel safe at work.
* I think the work I do has value.
* I have the knowledge, skills, and resources I need to do my job.
* I’m able to be myself at work, and to use my ideas and abilities on the job.
* I feel valued and supported by program leaders.
* I have a sense of belonging, like I’m part of a team.
* I feel comfortable talking with a program leader or colleague if I need help or feel frustrated.
* Program leaders provide constructive feedback and care about my professional growth.
* Program leaders care about work-life balance.
* What else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*When you take time to replenish your spirit,   
it allows you to serve from the overflow.  
You cannot serve from an empty vessel.*

—Eleanor Brown

**Please share your ideas on ways our program can support health and wellness at work. Just fill out this section and give it to your program leader or drop it in the response box. Your voice matters!**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name and contact info (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Check any health and wellness supports that interest you. Then circle your top three.

## Work Environment

* Let’s talk about ways to improve staff members’ physical safety and security at work.
* Let’s try some new ideas for working as a team and for sharing leadership among staff members.
* We need clear guidance on how to handle conflicts or disagreements among staff.
* I think we need more focus on work-life balance (e.g., agreeing not to make calls about work during off hours unless it’s an emergency, creating planning time during work hours so we don’t need to take work home, establishing a schedule to take short breaks during work hours).
* I’d like to reduce feelings of uncertainty by getting constructive feedback about how I’m doing at my job.
* I’d like to know about opportunities for professional growth.
* I’d like to know more about the following program policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I’d like training or coaching on the following topic(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Here’s a resource that would help me do my job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have an idea for improvement that I’d like to discuss: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Perks

* Let’s find and provide information on local health and wellness resources, like free or low-cost dental clinics, blood pressure checks, exercise classes, and counseling.
* Let’s have an idea exchange on ways to organize to reduce stress.
* I’d like a staff healthy recipe exchange.
* Offer a workshop for staff on self-care, mindfulness practices, and work-life balance.
* I’d like to join a walking group or find an exercise buddy.
* What else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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