



Team Strategy to Promote Work-Life Balance

Facilitating a balance between work and self-care helps foster healthier, happier teams!

Work-life balance is often thought to be an act solely managed by the individual employee. However, there are many actions that teams and colleagues can take to facilitate a healthy work-life culture.

The following tool is designed to help teams collaborate on strategies to foster better work-life balance. During the process, teams will:

1. Identify- Select one or two action items from the categories below for your team goal.
2. Commit to your decision in writing (page 2)
3. Take action- Implement your action steps for a month.
4. Evaluate- Use the survey on page three to evaluate progress. If anonymity is needed, ask a Healthy at Hopkins Champion to collect and tally the feedback.
5. Add on- If the team is successful in taking the first identified action steps, choose another action item to implement or another area of focus to target.

Work-Life Balance Action Identification

The action items below are intended for teams. Not all action items will apply to all teams; choose the areas of focus that make the most sense for your team.

Area of Focus	Team Action Items
Work Schedule	<ul style="list-style-type: none"> • Establish a schedule with clearly defined start and end work times. • Agree on hours for sending emails. Sending emails before or after these hours is inappropriate. • Note your break times in your calendar and respect this time!
Communication	<ul style="list-style-type: none"> • Connect outside of meetings, with a coffee or walking break. • Choose 1 day a week for a 10-minute end of the day wrap up; each team member shares what went well that day and everyone powers down together.
Meetings	<ul style="list-style-type: none"> • Prevent Zoom fatigue; have a walking meeting instead. • Schedule 25 or 50-minute meetings to allow a break between meetings. • Include employee well-being as a reoccurring team meeting agenda item. • Once a quarter re-evaluate the need for re-occurring meetings and attendee list. • Determine whether your team can avoid meetings the last hour of the work shift and / or Friday afternoon. If so, then agree not to schedule meetings during these times.
Take a Break	<ul style="list-style-type: none"> • Schedule lunch and movement breaks. • Take screen breaks throughout the day. (Epic stations, cell phones, rovers, etc.) • Encourage and support use of PTO. Remind those who haven't taken a PTO day in two months.
Other	<ul style="list-style-type: none"> • Brainstorm with your team, other action items that are not listed here!

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Best Practices for Success- Encouraging a culture of support and accountability will help your team be most successful in making lasting changes. Here are a few suggestions:

- Pair team members to be accountability partners for daily lunch and movement breaks.
- Allot time in each team meeting to discuss the team’s progress in making changes in the identified focus areas.
- Have a set time each week for managers to check in with individual team members to evaluate progress.

Work-Life Balance Team Pledge Sheet

You’ve discussed the options and debated the path forward. Now is the time to put it in writing and put your action items into action. Here’s what the team decided:

Focus Area	Action Item	How Often?	How Long?	Other
Work Schedule				
Communications				
Meetings				
Take a Break				
Other				

I hereby pledge to do my best to follow our team norms that support work-life balance. I’m also pledging to help my teammates keep this pledge.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fill in lines with signature and date.



Work-Life Balance Evaluation

Team members should complete the evaluation after 1 month and every 3 months thereafter, targeting a score of 4 or above. This evaluation tool is intended to be shared between managers and team members.

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I have been successful in implementing action item 1.	1	2	3	4	5
I have been successful in implementing action item 2.	1	2	3	4	5
My team has been supportive.	1	2	3	4	5
My manager has been supportive.	1	2	3	4	5
I feel an improved sense of work-life balance as a result of our efforts.	1	2	3	4	5
Our team is ready to identify new action items.	1	2	3	4	5

My teammates could be more supportive by:

My manager could be more supportive by: