

# Office of Well-Being

## Supporting Our Workforce to Rest and Heal Guidance for Managers and Leaders

**PURPOSE:** To provide managers and leaders with a structured process and practical ideas to create time and space to promote the rest and healing of our workforce.

**WHY THIS IS IMPORTANT:** Our workforce is understandably exhausted from the events of the past year. For many, this has the risk of affecting work and home lives. While many challenges remain, there are simple and effective things managers and leaders can do to facilitate rest and healing.

### SUGGESTED PROCESS:

- **Identify:** Hold a team discussion to identify 2–3 actions to promote rest and healing that work for your team and workflow.
- **Commit:** Put it in writing. Write down action steps and create a timeline.
- **Communicate:** Make it known. Tell your team, “We are doing this because we care about you and know that we all need time to rest and heal in order to recover from this past year.”
- **Model:** Reinforce the rest and healing by modeling the strategies.
- **Evaluate:** Get feedback on what worked or didn’t work to inform longer-term work-life balance strategies.

### WHAT THIS COULD LOOK LIKE

#### Strategies for containing work hours and supporting work-life balance:

- Agree on hours for sending/not sending emails (e.g., email-free weekends/no emails after work hours)
- Encourage vacation/time off during the summer and upcoming holidays, as schedules and staffing allow.
- Decide on hours for meetings/no meetings (e.g., no meetings before or after standard work hours.)

#### Strategies for creating space within the work day:

- Schedule and write down lunch and movement breaks.
- Reduce meeting times to 25 or 50 minutes to allow time between meetings to move and take a break.
- Avoid last hour of the day meetings to allow time to wrap up existing work.
- Choose one day per week as meeting-free work time.

- Consider rescheduling non time-sensitive meetings and projects.

**Strategies for clinical teams:**

- Request a visit from the [Wellness Cart](#) (available at the six JHM hospitals) for support resources and healthy snacks.
- Schedule a Healthy at Hopkins [Worksite Wellness Session](#) at your next team huddle.
- Add a [five-minute somatic self-care video](#) to your change of shift routine.

**Strategies for connecting with colleagues:**

- Change some regular meetings to walking meetings.
- Incorporate [quick stretch](#), hydration or coffee breaks with a colleague, even if virtual.
- Make time to [check in with someone](#) you care for or are concerned about.