**A Teacher Wellbeing Resource**

**Sabbatical Term 2, 2015**

 **by Ian Vickers**



I thoroughly enjoyed my ten week Senior Manager’s Sabbatical during term 2, 2015. It gave me a chance for refreshment and relaxation and I took the time to visit family and friends, many that I had not seen for over fifteen years. For that I am very grateful. On the professional level, it gave me time to explore further worldwide teacher wellbeing research, to look closely at the benefits of having a workplace wellness programme and to visit some New Zealand businesses, that do an extremely good job in looking after their workforce. I learnt a great deal and many ideas have been incorporated in the accompanying resource ‘The Good New Habits Book 2016’.

 I would like to acknowledge and thank the Board of Trustees at Sancta Maria College for initially supporting my application for a sabbatical and then for giving me their approval to use ten weeks of term 2 to take some time away from the College. I would also like to thank my principal and other senior colleagues for supporting me and covering my absence during the ten weeks.

The aim of my sabbatical was to prepare a teacher wellbeing resource that could be used in any educational institution to help introduce a workplace wellbeing programme in 2016. It is a starting place and should see the school through the first year of such a programme. It is a Word document, so it is easy to edit and modify, so that it suits the culture and ethos of any school. Below is a general timeline that might allow for such a programme to be introduced in 2016.

**How to introduce a Workplace Wellness Programme at your School in 2016**

Thinking of starting a workplace wellbeing programme at your place? Below is a step by step plan of how to make this happen in 2016. As a starting point, I will provide you with a 2016 ‘Good New Habits’ themed wellbeing booklet and supporting resources, so that you do not need to spend hours sourcing articles, video clips, posters and preparing staff handouts. If you choose to do the bare minimum, a 2016 programme is ready for you to use straightaway in your school. If you have some time, then you can customise the resources to match up closer with your school’s culture and ethos.

Let’s get to work!

Step 1: At the beginning of Term 4 2015, form a small group of like-minded people and become the ‘Wellbeing Committee’. If you can involve your principal or another senior leader, that would be great. Is there a BOT member that you can involve also?

Step 2: **‘The Good New Habits Book 2016’** is included at the end of these notes. You can download this whole document from this website: <http://www.educationalleaders.govt.nz/Leadership-development/Professional-information/SSMs-sabbatical-reports/SSM-award-recipients-2015/Vickers-Ian>

I have also trawled the internet for **‘Supporting Materials’** and I have gathered these together in one document (49 pages). As the supporting materials documents are compiled from a wide range of online resources, some of which cannot be credited to a particular individual or organisation, these are not being placed on this website but are available on request from teacherwellbeingnz@gmail.com

Step 3: Have a look through the 2016 ‘Good New Habits’ resource of themed weekly events. As it is written as a Word document; it is very easy to cut and paste and to customise where necessary, to create your school’s own workplace wellbeing booklet for 2016. Have a look through the ‘supporting materials’ resources and organise a plan of action as to which articles, video clips, posters will be of use throughout 2016. What other resources might you need?

Step 4: Have a think about the costs involved in 2016 – photocopying, colour posters, fresh fruit platters, visiting professionals to speak, etc. Arrange a meeting early in term 4 with your principal and finance person, to see what sort of ‘staff wellbeing’ budget is possible for 2016. What can your school afford per staff member, for the first year of the programme? Please remember to mention, that many businesses, industry and corporate organisations have workplace wellbeing programmes and that the benefits of such wellness programmes are well documented. All students want well and healthy teachers and the benefits for the school are ‘fit for work’ teachers, reduced sickness rates and a happy staff who feel valued. And, hopefully, over time reduced staff turnover and a wellbeing programme which will be attractive to future employees.

Step 5: Were you involved in the ‘Teacher Wellbeing NZ Pop Up’ days at the beginning of term 3? For the first 12 consecutive school days of the term, one minute videos were posted on the Teacher NZ Wellbeing Facebook and Youtube channel. Each day covered, a different teacher wellbeing theme and these may be of use in 2016, when you cover a particular theme in your programme. If you missed this event, then take a look. This Pop Up event was organised by myself in conjunction with Dr Mark Cunningham and Brittany Cunningham, both of whom founded ‘The Wellchoice.com’ organisation. The feedback from this event was overwhelmingly positive with over 50,000 visits to the Facebook page in the three week period. We are considering a further Pop Up event in early 2016. Below are the links through to the dedicated Youtube channel – Teacher Wellbeing NZ. The twelve teacher wellbeing videos were:

Day 1 Fun in the Workplace <https://www.youtube.com/watch?v=zc5SEUNY1mc>

Day 2 Your Wellness Account <https://www.youtube.com/watch?v=hpVYJagwk-o>

Day 3 Stop for Lunch <https://www.youtube.com/watch?v=pxx5yoRWdKE>

Day 4 Count Chemicals, Not Calories <https://www.youtube.com/watch?v=xzPLWiWGMCA>

Day 5 Staffroom Spruce Up <https://www.youtube.com/watch?v=-NGbBDG_zuU>

Day 6 Re-Hydration Challenge <https://www.youtube.com/watch?v=t9-Le51geL8>

Day 7 STOP <https://www.youtube.com/watch?v=RItFoNhSemY>

Day 8 Date Night <https://www.youtube.com/watch?v=n-bB-2SqypE>

Day 9 The Importance of Sleep <https://www.youtube.com/watch?v=J3FfUN5s7wI>

Day 10 Mindful Walking <https://www.youtube.com/watch?v=jIUw4U1xI5A>

Day 11 Tidy Up Your Workspace <https://www.youtube.com/watch?v=j_A2cIMAZLA>

Day 12 Got a Workplace WellbeingProgramme?

<https://www.youtube.com/watch?v=CMEouS0Z2fc>

(Teacher Wellbeing NZ are Ian Vickers, Dr Mark Cunningham and Brittany Cunningham. Mark and Brittany, of ‘The Wellchoice.com’ have given their permission to share these twelve short videos on the dedicated Youtube Teacher Wellbeing NZ Channel)

Step 6: In late Term 4, organise a 2016 roster, so that the rollout of the weekly themes is varied, delivered by different colleagues in various ways. Put your creative and innovative hats on, so that every week is different and the aim is to ‘engage’ as many staff as you can each week. Use of strategically placed posters, cheerful and colourful e-mails, notes in cubby holes, staff skits, use of props and staffroom displays and visiting presenters are examples of positive ways to present. Hand pick certain colleagues for certain weeks, so that the theme launch is easy and authentic. The staff joker can lead ‘Laughter Week’, the well-known procrastinator can lead by example in ‘Fight Procrastination’ and the nutrition guru can be the voice of ‘Healthy Food Week’ for example.

Step 7: Plan very carefully how you are going to roll out the ‘Workplace Wellbeing Programme’ in February 2016. You will need at least a quality 30 minute slot to launch this fantastic initiative. If you are given the last slot at a staff meeting, in the 4.30pm – 5pm window, please decline this slot. This is a serious issue and affects all staff, even the principal and senior leaders and so is worthy of a time when all your colleagues are fresh and you will have their attention. For the launch, make use of those colleagues who will bring a sense of fun, excitement, passion and commitment to this initiative. First impressions count!

Step 8: The ‘Wellbeing Committee’ should meet at least once a term to plan ahead, reflect on the programme to date, seek staff feedback and start to tweak ideas for 2017. During the year, it would be good to feedback at a BOT meeting, so that they are aware of the importance of this programme.

Step 9: Planning ahead towards the end of Term 4, 2016, ask for some release time so that the ‘Wellbeing Committee’ can evaluate the first year of the programme and commence the planning for the second year of the programme. As long term sustainability of the staff wellbeing programme at your school is vital, then go back to Step 1 and plan all over again for 2017. Don’t forget to re-visit the costings and have an annual budget meeting with your principal and finance person.

Step 10: If you are thinking that this sounds like a lot of hard work, it really isn’t. If you make use of the resources provided for the first year, then you can concentrate on putting together the nucleus of a small team of colleagues who will drive this programme for year one, with the content provided. From 2017, the programme can morph into a cohesive programme and more attention can then be then given to tweaking the content and looking for themes and resources, that you feel colleagues need and have requested. You are not alone, so liaise with colleagues from other schools on what their programme looks like. So start talking and sharing.

Now remember, have lots of fun, laughter and enjoyment with your programme and make a difference to your life and those of your colleagues, with the introduction of a workplace wellbeing programme at your school. A well teacher is good news for everyone at school.

Summary:

* Main Resource **‘The Good New Habits Book 2016’** follows.
* See Step 5 for the links to see the short video clips that might help promote a particular theme during 2016.
* An extra resource **‘Supporting Material’** is available from Ian Vickers by sending an e-mail request to teacherwellbeingnz@gmail.com

I really do hope that many schools use this resource to start a focus on teacher wellbeing through the introduction of a workplace wellbeing/wellness/morale programme in 2016. If you have any queries or would like to discuss ideas around your teacher wellbeing programme, then please contact me at teacherwellbeingnz@gmail.com

All the best for 2016.

Kind regards

**Ian Vickers**

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**September 2015**



‘The Good New Habits Book’

ABC School 2016

The art of looking after one’s self or caring about your own wellbeing is a jigsaw of learnt habits. Teaching is an extremely demanding profession and it is vital that you take some time for ‘you’ during each working day. To help you develop these new habits, this booklet contains a weekly activity to support you. There is no particular order to the strategies and hints in this booklet but hopefully you may embrace a few on a permanent basis. They will become good new habits!

Triggers

To learn a new positive habit you need to remember to adopt this new activity on a regular basis. We all need reminders, so for example, hearing an emergency service siren may be the trigger to remind you to rehydrate and have a drink of water.

You need to think about a few triggers that will remind you to regularly practise a new approach!!

Examples of triggers: Noise from vehicles on a nearby road or hearing an aircraft could work for you. Having a special screensaver on your computer could be a trigger. A poem, a photograph on your desk, a treasured item that you frequently see or even the school bell, could be a trigger. It could be the smell from a fragrance from your tissues or a room air freshener. If could be another external noise such as the playing fields being mowed. It could be a ‘Remember to Remember’ poster on the wall in the staffroom. In essence pick things that will constantly remind you to remember to adopt a new activity.

**“*Remember to Remember* ”**

Term 1 Weeks 1 and 2

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| **SELF REFLECTION** |
| **Reflect on the following and identify those areas that you need to pay more attention to in order to have a more balanced life, both professionally and personally.**  |
| **Physical Self-Care** Tick ✓ |
| 1 | Eat regularly |  |
| 2 | Eat healthily and in moderation |
| 3 | Daily exercise  |
| 4 | Drink plenty of water |
| 5 | Take time off when sick |
| 6 | Get medical care when needed or have an annual WOF |
| 7 | Find ways to relax: eg. massages, exercise, hobby  |
| 8 | Do physical activity that is fun |
| 9 | Get enough sleep |
| 10 | Take care of personal grooming – treat yourself |
| 11 | Take regular holidays |
| 12 | Take day trips or mini-holidays |
| 13 | Take time away from your mobile phone, other electronic gadgets and social media access |
| 14 | Take time out for fun and laughter with family and friends |

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| **Psychological Self-Care** Tick ✓ |
| 15 | Make time for self-reflection |  |
| 16 | Sometimes just listen to others |
| 17 | Write in a journal |
| 18 | Read literature that is unrelated to your work |
| 19 | Do something at which you are not expert or in charge |
| 20 | Decrease stress in your life |
| 21 | Notice your inner experiences – listen to your thoughts, judgements, beliefs, attitudes and feelings |
| 22 | Let others know different aspects of you |
| 23 | Engage your intelligence in a new area |
| 24 | Practise receiving from others |
| 25 | Be curious |
| 26 | Say no to extra responsibilities sometimes |

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| **Emotional Self-Care** Tick ✓ |
| 27 | Spend time with others whose company you enjoy |  |
| 28 | Stay in contact with important people in your life |
| 29 | Give yourself affirmations, praise yourself |
| 30 | Love yourself |
| 31 | Re-read favourite books |
| 32 | Identify comforting activities, objects, people, relationships, places and seek them out |
| 33 | Allow yourself to cry |
| 34 | Find things that make you laugh |
| 35 | Express your outrage in social action, letters, donations, protests |
| 36 | Have quality time with family, including with children |
| 37 | Do fun relaxing activities |

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| **Spiritual Self-Care** Tick ✓ |
| 38 | Make time for reflection |  |
| 39 | Spend time with nature |
| 40 | Find a spiritual connection or community |
| 41 | Be open to inspiration |
| 42 | Cherish your optimism and hope |
| 43 | Be aware of non-material aspects of your life |
| 44 | Try at times not to be in charge or the expert |
| 45 | Be open to not knowing |
| 46 | Identify what is meaningful to you and notice its place in your life |
| 47 | Meditate, Pray, Sing |
| 48 | Access your “inner child”, have fun |
| 49 | Have experiences of wonderment and awe |  |
| 50 | Contribute to causes in which you believe |  |
| 51 | Read inspirational literature |  |

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|  **Workplace or Professional Self-Care** Tick ✓ |
| 52 | Take breaks during the work-day (eg. lunch, tea-break, a walk outside) |  |
| 53 | Take time to chat to co-workers |
| 54 | Make quiet time to complete tasks |
| 55 | Identify projects or tasks that are exciting and rewarding |
| 56 | Set time limits with students and colleagues |
| 57 | Balance your work so that no one day or part of a day is “too much” |
| 58 | Arrange your work space so it is comfortable and comforting |
| 59 | Get regular feedback |
| 60 | Negotiate for your needs |
| 61 | Have a peer support group for colleagues |
| 62 | If overwhelmed talk to HOD, colleague, Senior leader or one of the counsellors.  |

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| **Balance** Tick ✓ |
| 63 | Strive for balance within your work-life and workday |  |
| 64 | Strive for balance among work, family, relationships, play and rest |

Another resource is the online teacher stress test, offered by the Teacher Support Network [www.teachersupport.info](http://www.teachersupport.info) How stressed are you? The test can be accessed at <http://teachersupport.info/tools/stress/> Do at start and end of year.

Self Reflection survey adopted from ideas by: Saakvitne, KA & Pearlman, LA. (1996). Transforming the Pain: A Workbook on Vicarious Traumatization. New York: WW Norton Co; Peter Huggard 2006;

Term 1 Week 3

Drink Water

* Bring a water bottle to work and refill from the chilled water tap in the staffroom.
* Take the bottle to class with you and regularly take small sips.
* Strive to drink at least 4 glasses or 2 bottles a day.
* Cut down on tea and coffee consumption this week.

“The real risk is doing nothing.” - Denis Waitley

Term 1 Week 4

Enjoy Your Lunch Break

* In a busy day it is important to have a quality break at lunchtime.
* Strive to have at least two lunchtimes this week in the staffroom.
* Make yourself a lovely tasty lunch that you can enjoy and take time out to relax.
* During this time, resist the temptation to discuss work and instead find out something new about some of your close colleagues.

“The greatest discovery of my generation is that you change your circumstances by changing your
attitudes of mind.” - William James

Term 1 Week 5

Show And Tell

* This week tell your colleagues something they do not know about you.
* Tell them a humorous story about yourself.
* Surprise a few with an old photograph of your ‘interesting’ fashion sense.
* Reveal a hidden a talent such as playing the trumpet, quoting the periodic table from memory or interest them with your first day stamp collection covers.
* Organise through a quiz format, a list of facts about colleagues and try and match up a colleague with a particular fact. A really interesting activity.

Term 1 Week 6

Exhale Slowly

* Remember, exhalation promotes relaxation. Most people inhale more than they exhale and there lies a problem.
* Place ‘green sticky dots’ in strategic places – on your desk, laptop, cubby hole, mobile phone, car steering wheel to remind you to stop and breathe out slowly.
* Breathe out, focussing on the exhaling.
* Stop, drop, flop – Stop and slowly exhale watching your diaphragm / chest, drop your shoulders, upper chest and finally flop to relax all over.
* Do this hourly – stop, drop and flop! ( courtesy of Dr Jim Bartley –‘Breathing Matters’)

“1. Inhale to the count of five, 2. Very slowly exhale, 3. Hold to the count of five 4. Repeat exercise”
- Elizabeth Holloway physiotherapist

Term 1 Week 7

Health Focus

* Bring in fresh fruit for morning tea and lunch.
* Cut down on the caffeine and high energy drinks.
* Rehydrate with water, aiming to drink at least 2 bottles a day.
* Vary your staffroom to classroom walk – different routes, quicken pace, up/down staircases.
* Strive to have a quieter week and work less hours outside of the school days!
* Leave early and take a long walk one evening.

“I do believe it is possible to create, even without ever writing a word or painting a picture,
by simply moulding one’s inner life. And that too is a deed.” - Etty Hillesum

Term 1 Week 8

Brain Gym And Stretching

* This week have some fun with your students in class by introducing some simple exercises to sharpen up the brain and relieve some body tension.
* Resources will be made available this week to explain different stretches that you can do in the classroom whilst seated at your desk.
* You will be introduced to: The Elephant, Belly Breathing, The Owl, Balance Buttons and The Energy Yawn.
* Don’t be fooled by the simplicity of these exercises as they have a proven record of being beneficial. If done consistently they can have a tremendous impact on wellbeing.

Term 1 Week 9

Avoid Using E-mail Week

* Only send an e-mail if it is vitally important.
* Make an effort to walk around the grounds to see a colleague and have a discussion instead.
* Talk to a few students during your duty slot and ask them what the highlight of their term has been.
* Write a note to say thanks to a colleague for a good deed.

“If we don’t change, we don’t grow. If we don’t grow, we aren’t really living.” - Gail Sheehy

Term 1 Week 10

De-Stress Focus

* Organise a staff event(s) this week with the focus on re-balance and de-stressing.
* What about a fun event like a bake off, masterchef or even a karaoke challenge, to have a few laughs and let off some steam?
* Treat yourself to a neck / shoulder massage this week.
* What about a yoga or pilates session or a relaxing visit to a spa?

“It is the mind that makes the body.” - Sojourner Truth

Term 1 Week 11

Plan Of Action Before The Holidays

* Carefully plan and prioritise your days between now and the end of term.
* The holiday is for you to relax, rest, enjoy and re-charge your battery for next term.
* Work smarter and possibly put in the odd longer day at school so that you have all your marking and jobs completed by the end of term.
* Do not plan to use your holiday for marking or for completing huge schemes of work.
* Your students want you fresh and dynamic next term not grouchy and fatigued!

“It is the mind that makes the body.” - Sojourner Truth

Term 2 Week 1

Term 1 Reflection

* How are you?
* On a scale of 1 (poor) to 10 (excellent), rate your wellbeing at this point in the year.
* What did you do last term to look after your wellbeing?
* Can you or do you, need to step it up this term, as a priority in your working day?
* Do your ‘Remember to Remember’ triggers work?

“There is more to life than increasing its speed.” - Mohandas K. Gandhi

Term 2 Week 2

Health Check

* When was your last WOF? Some cars receive one every 6 months so is it time for you to receive one?
* Visit your GP to check your blood pressure, heart, hearing and eyesight. Have a weight and diet discussion.
* Blood tests for cholesterol and blood sugar levels are useful indicators.
* As we age gracefully other regular checks become available. For guys over 40, regular prostate checks (there is a blood test option) are recommended.

“We have lived not in proportion to the number of years we have spent on the earth,
but in proportion as we have enjoyed” – Henry Thoreau

 Term 2 Week 3

Laughter Week

* There is now a lot of research that highlights the positive benefits of laughter.
* Organise an activity this week that makes you smile and brings joy into your life.
* For example, surprise a colleague with a thoughtful gesture, watch some humorous clips on Youtube throughout the week, arrange an after school departmental trip to mini golf or bowling.
* Find an amusing story that will supplement a teaching topic and make the class laugh.

“Destiny is no matter of chance. It is a matter of choice. It is not a thing to be waited for,
it is a thing to be achieved.” - William Jennings Bryan

\*\*Heads up next week: Start your planning for ‘Special Evening 1’\*\*

Term 2 Week 4

Special Evening 1

* Plan a special midweek evening activity with a partner, loved one or friends.
* Work smarter on your chosen day and plan to leave College by 4 pm on this day and enjoy a wonderful evening.
* Make it a fun event with lots of laughter and a chance to get ‘work’ out of your head for the evening.

“We are what we repeatedly do. Good personal wellbeing, then, is not an act, but a habit.” – Aristotle

Term 2 Week 5

Sharpen the Saw

* This would be an appropriate time to review your work habits, both at school and at home.
* Can I work smarter?
* Do I take home a bag of marking and paperwork and then return with most of it untouched the following morning?
* Are you a morning or evening person? Review whether you could arrive earlier or stay later at school but with the trade-off of not taking work home?

 “I’m not afraid of storms, for I’m learning how to sail my ship.” - Louisa May Alcott

Term 2 Week 6

Fight Procrastination

* Make a start this week on that one task that you have been avoiding and putting off.
* Set yourself a short time frame say 30 – 45 minutes and focus on that document or admin task that you keep avoiding. Just making a start will be uplifting!
* Figure out how you can put yourself in the ‘zone’ to do some inspiring work.
* How good will you feel when this particular task is all done and dusted?

“The beginning is the most important part of any work.” - Plato

Term 2 Week 7

Cardio Focus

* This week’s aim is to do some exercise to get your heart pounding just that little bit quicker
* Take a short walk and try to have 3-5 minutes of walking above your normal pace
* If you jog, try to have a 3-5 minute burst of running at a quicker pace
* If you swim, then put in a few quicker laps to raise your heartbeat
* Around College take journeys up and down staircases to boost your heart function

“Think you won’t make a difference with just one quick walk or a run? You won’t make a difference doing nothing”

Term 2 Week 8

Sleep Well

* Go to bed at a regular time, turn off electronic gadgets and use relaxation techniques such as focussed breathing, meditation, visualisation or massage.
* Early evening, clear your head space of worries by writing them down and organise your things for tomorrow.
* Don’t eat too late, avoid caffeine and alcohol close to bed, as they are stimulants and can encourage the brain to become more active through the night.
* The use of aromatherapy oils, relaxing background music and a well ventilated room are extremely beneficial for some people to help aid long periods of sleep.

“It is health which is wealth and not pieces of gold and silver” – Mahatma Gandhi

Term 2 Week 9

Attitude Adjustment Week

* You control your attitude. Do the ‘glasses’ through which you view the world, need a tweak this week?
* On a continuum where are you with regards to your: mood, posture, happiness, stress levels, warmth towards others and warmth towards yourself?
* Check with loved ones to see if your attitude needs to be more ‘unwinding’ on the way home from school. Friends and family will be honest (and brutal, particularly children)
* Find a quiet place to: stop, listen to your thoughts and images and replace some with more positive and appropriate ones, and then look for the difference in your life.

“Attitude is the little thing that makes a big difference” – Winston Churchill

Acknowledgement – Amanda Gore [www.thejoyproject.com](http://www.thejoyproject.com/) and [www.amandagore.com](http://www.amandagore.com)

Term 2 Week 10

Think

* If you plan your week carefully and work efficiently, can you leave on Friday for the holidays on top of all your various jobs?
* At the end of a traditionally tough term both students and staff are often weary and some can be a wee bit prickly. If a situation troubles you ‘Think’ carefully before you act.
* A moan and groan at a student may be unfair and an overreaction which we regret a day later. Think.
* A short and terse e-mail or comment to a colleague may be counterproductive. Sleep on it and maybe tomorrow you might approach your concerns differently. Think.
* An act of kindness to help an under pressure colleague would be well received.

Term 3 Week 1

Term 2 Reflection

* Spend some time this week reflecting of your work – life balance of last term.
* Try to identify a key area that still needs attention. Talk to colleagues about their approaches to work – life balance.
* Again it is useful to write your thoughts down – What went well? What still needs further tweaking?
* Reflect on the weekly challenges from last term and whether you have started to embed some of these approaches into your daily/weekly routines. Are you starting to form a new positive habit or habits?

Term 3 Week 2

Fun in the classroom

* Plan some fun and challenging activities for all your classes this week
* Step out of your comfort zone for at least one of your lessons
* What about a change of room or an outdoor activity?
* What about a joint lesson with another subject class or team teaching with a colleague?
* Be inspired to bring some fresh, innovation, creativity to your teaching this week
* Above all – have fun this week!



“Creativity is intelligence having fun”

Term 3 Week 3

Increase Your Heart Beat

* Find time for some form of exercise at least 3 times this week, in or out of school time.
* With some colleagues utilise the school fitness centre, organise a walking group around the 1 km boundary of the school fields.
* Staff v Seniors volleyball, netball, indoor soccer challenges at lunchtime.
* Early morning swim, run or gym before school.
* Drink at least 4 glasses of water a day and feel alive!

“A man too busy to take care of his health is like a mechanic too busy to care for his tools.” – Spanish proverb

Term 3 Week 4

Tidy your work space

* Spend some time tidying your desk and teaching area. Working in a messy and cluttered environment can be stressful. Throw out rubbish.
* Ask your students to tidy up their storage areas and shelves.
* Put in a request to fix those broken fittings, desks and chairs.
* Brighten up your space with new displays and a splash of colour. Having a clean up will bring a sense of organised tidiness to your work area. It can be an uplifting experience.

Term 3 Week 5

Random Acts Of Kindness

* Surprise a colleague with a special treat which will give them a boost.
* Teach something a bit more unusual in one of your classes to lift the spirits of your students.
* Bring in your favourite tea or coffee blend and make an extra cup for a friend.
* Suggest a night off school work and organise a trip out to the movies or a restaurant.

“Parents can only give good advice or put them on the right paths, but the final forming of a person’s character
 lies in their own hands.” - Anne Frank

Term 3 Week 6

Water And Healthy Eating Week

* Working flat out ? So much to do and not enough time to even consider looking after yourself ? Wrong!! This is the time when you must stop for food and drink breaks. Your body needs to refuel.
* Bring your water bottle and strive for 2 bottles a day. Go easy on the caffeine and energy drinks.
* Plan your lunches this week so that you have a strong emphasis on fruit and vegetables.
* Make it to the staffroom for a 30 minute relaxing lunch break at least twice in the week.

Term 3 Week 7

Brain Sharpener

* This week you will be introduced to some more short exercises that you can use with your classes. All are designed to help sharpen up the brain in preparation for learning.
* A resource will be placed in your cubby hole.
* Don’t be fooled by the simplicity of these exercises as they have a proven record of being beneficial. If done consistently they can have a tremendous impact on well-being.
* You will be introduced to: The Cross Crawl, Lazy 8s, Arm Activation, Hook Ups, Thinking Caps and Positive Points.

‘You can never really live anyone else's life, not even your child's. The influence you exert is through your
own life, and what you've become yourself’’ - Eleanor Roosevelt.

Term 3 Week 8

Stop For Five Minutes Each Day

* This week’s activity is particularly tricky. The modern day school is a very pressurised and frantic place, so asking someone to stop can be quite daunting.
* Find a quiet place where you can take a few moments for yourself. The Chapel and The Mary Garden are excellent places to seek a few moments of tranquillity. Use one of your triggers to remind you to stop and take a few moments for you.
* Relax your shoulders, neck and jaw. Close your eyes.
* Still the body and try to calm the mind. Breathe slowly and deeply.

Term 3 Week 9

Make A List

* With the end of term in sight, establish a list of the priority tasks that will need to be completed before you enjoy your holidays.
* Organise realistic time periods for each task – long / medium / short
* Try to be efficient with your time but also build in time for food and drink breaks and appreciate that you are not superhuman and that this has already been a long and busy term.
* Be aware of overloading yourself. “There is no heroism in this kind of martyrdom” – Rosemary Holmes , author of ‘Teacher Wellbeing’

 “I am the master of my fate; I am the captain of my soul.” - William Ernest Henley

Term 4 Week 1

Term 3 Reflection

* Re-visit the self reflection survey from Term 1 Weeks 1 and 2 and see how you fair or visit the Stress Test <http://teachersupport.info/tools/stress/> and see if a specific issue is highlighted.
* Spend some time this week reflecting of your work – life balance of last term. Have you adopted some new approaches or positive habits into your daily/weekly routines?
* Talk to colleagues about their approaches to work – life balance and have they made improvements this year?

“In the long run, we shape our lives, and we shape ourselves. The process never ends until we die.
And the choices we make are ultimately our own responsibility” - Eleanor Roosevelt

Term 4 Week 2

Paper Paper Everywhere!

* Plan your week in detail and identify what is important and which are your priority tasks.
* Now have a look at the remaining weeks of this year. It is an extremely busy term so making a list of what you have to complete and the necessary timelines would be beneficial.
* Avoid distractions and procrastination so that you are efficient with your examination planning, marking, report writing and 2016 course programme writing.
* Can you delegate any specific tasks to other colleagues or share the load?
* Allocate specific time to do these tasks. A little bit often is a less stressful approach.

“You can do anything but not everything.” - David AllenTerm 4 Week 3

Positive Health Week

* Bring in fresh fruit for morning tea and lunch.
* Cut down on the caffeine and high energy drinks.
* Rehydrate with water, aiming to drink at least 2 bottles a day.
* Do not work more than 50 hours this week!
* Leave early and take a long walk one evening.
* Have a night off school work in the middle of the week.

 “To accomplish great things, we must not only act, but also dream; not only plan but also believe.” - Anatole France

Term 4 Week 4

Take Time

* Take time to: Celebrate the success of your teaching and the role you have played as we acknowledge our students at Senior Prize Giving.
* Take time to: Breathe – inhale slowly, exhale slowly.
* Take time to: De-clutter your work space.
* Take time to: Praise a colleague for a job well done.
* Take time to: Exercise, relax and catch up on some valuable sleep.

\*\*Heads up next week: Start your planning for ‘Special Evening 2’\*\*

Term 4 Week 5

Special Evening 2

* Plan a special midweek evening activity with a partner, loved one or friends.
* Plan to leave College by 4 pm on this day and enjoy a wonderful evening.
* Make it a fun event with lots of laughter and a chance to get ‘work’ out of your head for the evening.

Term 4 Week 6

Laughter Week 2

* Another chance to laugh. The positive benefits of laughter are well documented
* Organise an activity this week that makes you smile and brings joy into your life
* For example, surprise a colleague with a thoughtful gesture, watch some humorous clips on Youtube throughout the week, organise a departmental BBQ, Masterchef challenge, have a staff happy hour with a trivial pursuit quiz.
* Find an amusing story that will supplement a teaching topic and make the class laugh.

“Remembering ourselves and our power can lead to revolution, but it requires more than recalling a few facts.
Re-Membering involves putting ourselves back together, recovering our identity and integrity, reclaiming the
wholeness of our lives.” - Parker Palmer

Term 4 Week 7

Reflection Time On 2016

* Write down two areas of your wellbeing that you believe that you have improved upon this year and that have pleased you.
* Write down two areas that you have made a start on improving but are still a work in progress.
* Are you able to identify areas that are still a major concern for you and that need some serious attention?
* Re-visit the Self Reflection Survey or Stress Test through the Teacher Support Network website <http://teachersupport.info/tools/stress/>

Term 4 Week 8

Wellbeing Programme Planning For 2017

* It is important to now ask for feedback from your colleagues about the 2016 programme
* Both positive and negative comments are useful in preparation for 2017
* Get a BOT member involved along with the Principal, as it time to talk about the staff wellbeing budget for next year.
* What new initiatives can you also introduce next year? Eg A neck/shoulder massage opportunity, introduction of termly fruit platters in the staffroom, visit by a local medical practitioner to undertake 20 min ‘WOF’ checks for staff?

Term 4 Weeks 9 / 10

Remember To Remember

* Utilise and adapt your triggers throughout the summer break so that you are reminded to check in with yourself and see how you are going: the sounds of the ocean, bird chorus, seeing or hearing an aircraft, hearing a police siren or the sound of a motorbike, someone sneezing, music on your ipod or in your car. You will probably need about 3or 4 triggers that you will come across in everyday life.
* Find time for you. Escape for a while and do things just for you.
* Re-visit this booklet and pick out your preferred strategies to assist your search for the perfect wellbeing equilibrium in your life.
* Marvel at the Pohutukawa trees in full bloom and have a most enjoyable, relaxing and restful holiday! More in 2017.

Based on ‘The Good New Habits Book’ resource originally written by Ian G. Vickers, Assistant Principal, Sancta Maria College, Flat Bush, Auckland, New Zealand. teacherwellbeingnz@gmail.com