

TEACHERS TAKE

5

PAUSE FOR APPRECIATION

Here's a fun, healthy idea, which takes just 5 minutes and can impact your own physical, mental, and social well-being and the well-being of your colleagues.

Showing people you care about them and appreciate them just takes a moment. **TAKE 5** to focus on employees' work, accomplishments, and contributions. Learn short, creative ways for how to do this on the next page.

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SCHOOL WELLNESS CHAMPION START-UP KIT

PAUSE FOR APPRECIATION

Research shows that one of the most powerful workplace motivators is employee recognition! Taking a few moments for appreciation can promote positivity at work and get staff thinking and feeling better.

» **Peer Praise**

Compliments from peers reinforce relationships between co-workers and can help build a stronger sense of community.

- Decide on a setting where staff gather regularly. Maybe it's at an all-staff meeting, a professional development day, or a luncheon. The more frequent, the better.
- Reserve five to 10 minutes in this setting for co-workers to appreciate one another.
- Appreciations can be spoken or written. They should be specific to your co-workers' accomplishments or personality.

» **Symbolic Recognition**

Symbols are a fun way to recognize staff accomplishments. Choose a symbol that will have special meaning to staff.

- Create a homemade award. Perhaps it's a gold star, an apple, or a heart. If appropriate, use an actual trophy. You can even decorate the trophy with items relevant to the workplace.
- To promote fairness, establish and publicize criteria for recognition. The criteria should be meaningful to awardees and other staff.

Over time, the symbol will spread throughout the workplace as it gets awarded to different individuals or groups.

» **Success Stories**

Profile a co-worker who has achieved something you'd like others to know about. Their stories may inspire others to make positive changes to their personal behaviors or daily work habits. The stories can focus on how a co-worker:

- Contributed to the workplace mission and goals
- Organized or led a wellness activity
- Adopted healthier behaviors
- Improved his or her health status
- Supported other staff in making healthy changes

Share these stories in a variety of settings: staff meetings, morning huddles, emails, newsletters, staff bulletin boards, and/or break rooms.

CHAMPION PROFILE

Taking a Human Moment, Melrose Leadership Academy–Oakland Unified School District, California

Melrose Leadership Academy staff take a few minutes from their staff and professional development meetings to congratulate each other on the work they do. They call this process taking a "human moment."

Step 1: The names of all staff attending the meeting are written down and placed into a hat.

Step 2: Each attendee pulls a name and has a minute or two to gather their thoughts about the person they selected.

Step 3: Appreciations are either read aloud or written down and given to the staff person.