

# FACULTY WELLBEING QUICK WINS

## INTENTIONS

- ☐ Write one word on a sticky note that represents how you want to “show up” today (e.g., calm). Place it where you’ll see it often.
- ☐ Before walking into class or opening Zoom, pause and silently set an intention like, “I will be present and curious.”
- ☐ Ask yourself: Did my actions today reflect my intentions? Note one moment when they did.

## MINDFUL AWARENESS

- ☐ Take three slow breaths before answering the next email. Notice your inhale, your exhale, and the pause in between.
- ☐ While drinking coffee/tea, pay attention only to the warmth, taste, and smell — nothing else.
- ☐ As you leave a meeting, notice your feet on the ground and take one conscious step to “reset” before the next task.

## COMPASSION

- ☐ When stressed, silently say to yourself, “This is hard, but I’m doing my best.”
- ☐ Place your hand on your chest, breathe slowly, and imagine sending kindness inward as you would to a friend.
- ☐ When you catch self-criticism, ask, “What would I say to a colleague in this situation?” Then say that to yourself.

## NEEDS

- ☐ Ask yourself once today: “What do I need right now?” (rest, water, a break). Do the smallest version possible.
- ☐ Block a 10-minute slot in your calendar labeled “non-negotiable break.”
- ☐ Keep a snack, water, or soothing object nearby and use it when you feel depleted instead of pushing through.

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## VALUES

- ☐ Write your top three values (e.g., integrity, learning, compassion) and keep them visible.
- ☐ Ask: "Was one of my values reflected in how I taught or worked today?"
- ☐ Before saying yes/no to a request, ask: "Does this align with my values?" Pause before responding.

## BELIEFS

- ☐ Notice one limiting belief ("I don't have time to rest"). Ask: "Is that 100% true?"
- ☐ Write a new version: "I can rest in small ways that support my work."
- ☐ Imagine a colleague voiced your belief — what advice would you give them? Apply that advice to yourself.

## BOUNDARIES

- ☐ Draft one polite "no" email template (e.g., "Thank you for thinking of me. I'm unable to take this on right now.").
- ☐ Close email for 30 minutes and protect that time for one focused task.
- ☐ Create a signal (door closed, headphones on) that tells others you're unavailable.

## CONTEXTS

- ☐ List what's within your control vs. outside your control in a frustrating situation. Focus only on one "in control" action.
- ☐ Choose one small system tweak you can influence this week (e.g., suggesting a shorter meeting, sharing a wellbeing resource)
- ☐ Write a reminder like "This system is imperfect, but my work still matters." Keep it where you'll see it during hard moments.