

***To prevent burnout, leaders and teams must cultivate a culture of well-being at work.***

While money might not be budgeted this year to make your benefits more generous...

**HERE ARE 10 FREE WAYS TO BOOST YOUR TEAM'S WELL-BEING & SUCCESS.**

Humans do their best work when they are healthy, rested, focused and motivated. Even small shifts in practices for physical, mental & team health can have a big impact. Focusing on well-being unlocks teamwork, inspiration, productivity, resilience, and joy.



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## **10 FREE WAYS YOUR OFFICE CAN SUPPORT THE WHOLE TEAM FOR SUCCESS**

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### **1. Schedule work-time (even) more flexibly.**

Work flexibility was the #1 appreciated thing in the Nonprofit Burnout Prevention Survey. It looks like: approved work-from-home for most staff, encouraging workouts at lunch, defining flex Fridays, parents having explicit flexibility to get to soccer/doctor/school events. Explicit management support for different workstyles & lifestyles fosters greater productivity and loyalty.

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### **2. Drop the dress code a notch.**

Just drop it down a notch from wherever you are now. A less-dressed-up office saves money on clothes and dry cleaning, simultaneously making your workers more comfortable in the office and better able to move/exercise during commuting and their workday. Or, consider “seasons of jeans” (beyond Fridays) or other creative solutions if you can’t make permanent changes.

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### **3. Support managers' well-being; they will share the love.**

If managers are supported in setting their own wellness goals, they will later set better goals with their teams. They can use healthy mini-goals (physical examples: walking meetings and drinking water) to hold each other accountable and celebrate successes together. Wellness is a great practice tool for appreciative inquiry and strengths-based management.

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### **4. Increase vacation.**

Close the office. Everyone loves more paid time off; some innovative offices have “unlimited vacation” policies. If there is a slower week in Winter/August/After-Conference when everyone is exhausted or checked-out, if you can cover/rotate the basics, please close the office. Days off = always great.

## **5. Bring the financial folks back for (free) advice.**

These folks are helpful and knowledgeable, but many organizations don't build a relationship beyond the initial retirement-plan conversation. Bring 'em back for personal finance lessons/Q&A on savings, retirement, credit cards, basic budgeting. Financial Health education was voted "most needed" in December 2017's Nonprofit Burnout Prevention Survey.

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## **6. Shift the staff meeting.**

This is something most offices can revisit. Ask for staff feedback -- what do we need? What do we want more or less of? Take an opportunity to add wellness, storytelling, shorten meeting, or follow new practices for a fixed time period. Also models feedback and openness to change.

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## **7. Set up DIY-PD.**

Most employees want more Professional Development (PD); you can Do It Yourself (DIY). Staff members will share skills and hone presenting abilities, and colleagues will learn as well as value their team member's expertise. Create a brown bag series and take sign-ups/requests: Understanding Instagram, Making killer PPTs, Why we should/n't Vlog, Steps of Storytelling, What is Ramadan, Transgender in DC, How to master Outlook.

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## **8. Create affinity groups or discussion groups for articles / books / talks**

When you foster employee interests & friendships, you are building trust and increasing retention. One option: encourage (BYO) lunches for inclusive affinity groups to bond about whatever folks show interest in: Black Panther movie, silent meditation, mustard-making, Latinx music, CrossFit (limit it to all wellness topics to be more directive). Or, foster discussion and trust within teams by assigning or crowdsourcing one reading/video, then talking about it. Some material is challenging; you build trust slowly by starting with low-risk topics.

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## **9. Review health care policies -- what's covered lately?**

Your health care plan(s) might be covering preventative/alternative care, mental health, an Employee Assistance Plan, a Medical FSA or other wellness stuff you never knew about. If you have a broker or HR, bring 'em in, or, call the 1-800 on your health plan, ask questions and report back to the team.

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## **10. Create a wellness committee.**

Give this group direction, ability to self-educate, a little power to gather feedback from folks and a little bit of a budget. They should recommend more changes based on what they learn.

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*More resources at* [www.NonprofitComfort.com](http://www.NonprofitComfort.com)