



# Manager Checklist to Strengthen Well-being Every Day

## 1 Daily Actions

- Check in Intentionally**  
Start conversations with simple, direct questions. “How are things going today?”  
“What’s taking most of your energy right now?”
- Communicate priorities clearly**  
Reinforce what matters most. “Focus on these two items first.”
- Model healthy behaviors**  
Set visible boundaries. Take breaks, log off on time, and avoid sending late-night messages unless necessary.



## 2 Weekly Actions

- Build relationships through 1:1s**  
Use time together to explore workload, challenges, and motivation.
- Recognize effort and progress**  
Call out contributions consistently. “I know this was a heavy lift. I appreciate the way you handled it.”
- Create psychological safety in team settings**  
Invite input and make space for different perspectives. “What are we missing?”  
“Does anyone see this differently?”



## 3 Monthly / Quarterly Actions

- Normalize mental health conversations**  
Bring well-being into team discussions. “What’s been working well for us as a team?”  
“What’s been too much?”
- Align on team norms and ways of working**  
Revisit expectations around meetings, availability, and workload to reduce unnecessary pressure.
- Support growth and development**  
Discuss long-term goals and connect daily work to progress and purpose.



## 4 Manager Self-Check (Personal Accountability)

- Pay attention to your own capacity**  
Notice signs of overload early and adjust before it impacts your team.
- Stay connected to peers**  
Share challenges and learn from other managers.
- Reflect regularly**  
Ask: “Where am I adding pressure unintentionally? What can I simplify?”

