



BRIEF WELL-BEING CHECK-IN GUIDE

The Michigan Medicine Wellness Office, Office of Counseling and Workplace Resilience (OCWR), and Department of Psychiatry, in their commitment to support the emotional well-being of faculty, staff and learners during the COVID-19 pandemic and beyond, have provided this brief guide for local teams and leaders to facilitate well-being discussions when and where they can. This guide:

- Provides check-in options that can be briefly self-directed or facilitated in-person or virtually
- Recognizes the pandemic affects everyone whether directly or indirectly
- Appreciates teams and individuals may only have a few minutes to focus on their well-being at work
- Is meant to be easy to implement
- Supports well-being discussions, but is not a substitute for professional counseling or intervention
- Reminds us that we bring our whole selves to provide the best care we can, and we are in this together

This guide can be used to kick off meetings such as Safety huddles, team huddles, or staff meetings.

OPENING STATEMENT

Facilitator notes: this is an example opening statement to help get you started. This does not need to be a script and can be modified as needed.

It's been a hard time for everyone lately. Given the challenges we face – both at work and at home – it is completely normal and understandable to have a range of responses to this situation. Let's pause and take a moment to check-in with each other.

PICK ONE OR TWO

Facilitator notes: if you pick one, use asterisked items to give people space to acknowledge challenging feelings/experiences. Consider ending with a second one that pulls for hope. Remind people it is okay to pass.

- *Take a "Minute to Arrive" – everyone pauses, try not to talk or look at devices for 1 minute and just breathe.
- *What are the most important things on your mind today?
- *What are you worried about?
- *What is weighing on you today?
- *What word describes how you are feeling right now? (you can use the chat function if connecting remotely)
- What is going well (or what are you hopeful about)?
- What is one positive out of this pandemic, big or small?
- What are you grateful about? Who are you grateful to today?
- What gives you strength?
- What gives you hope?
- What is something you are looking forward to when this is behind us?
- How have you been able to connect with others recently?
- Has anyone you know done or said something that really helped?
- How have you helped someone else recently?

CLOSING STATEMENT

Facilitator notes: this is an example closing statement to help get you started. This does not need to be a script and can be modified as needed.

Thank you all for all you are doing and holding, both emotionally and in the work that you do. I want to remind you that there are resources available to support faculty, staff, and learners as we continue to face challenges.

The Wellness Office has multiple resources available on its website. Find resources and more at wellnessoffice.med.umich.edu.

For counseling and consultation services, call the Office of Counseling and Workplace Resilience (OCWR) at (734) 763-5409.