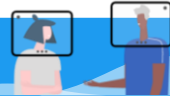




# Manager Checklist for a Mentally Healthy Team

## DAILY ACTIONS



### Model healthy behaviors.

For example:

- Take breaks and set boundaries.
- Get adequate sleep, exercise, and nutrition.
- Make time to connect with people.

### Work wisely.

For example:

- Practice good meeting hygiene.
- Offer flexibility where possible.
- Clarify decisions, deadlines, and priorities.

### Build relationships.

For example:

- Listen more than you speak.
- Ask open-ended questions.
- Notice how your team is doing.

### Create psychological safety.

For example:

- Be genuine about how you're doing.
- Ask for input, help, and others' perspectives.
- Promote learning and growth.
- Normalize mistakes as lessons learned.

## WEEKLY ACTIONS



### Check in.

For example:

- Build in time for connection.
- Ask people what they need.

For example:

- “What feels most stressful?”
- “What obstacles are you facing?”
- “What resources do you need?”
- “How can I be most helpful to you?”

### Communicate priorities.

For example:

- Clarify the level of urgency for tasks.
- De-prioritizing things.
- Discuss and adjust workloads.

### Recognize team members.

- Celebrate mentally healthy choices.
- Honor small wins.
- Connect individual impact to team goals.

## MONTHLY / QUARTERLY ACTIONS



### Normalize mental health.

- Acknowledge stressful times and the ebbs and flows of work.
- Share mental health resources and encourage exploring them.

### Align on team norms.

- Revisit and adjust norms around working styles, communication, and platforms.
- Collectively assess strategy and determine priorities.
- Ask “Is the way we’re working *working* for us?”

### Learn about mental health.

- Subscribe to newsletters or follow credible experts on social media.
- Invite others’ own stories and perspectives around mental health.

### Foster team learning and growth.

- Solicit feedback (this includes positive feedback!).
- Explore new projects, opportunities, training, and other learning for team members.

## PERSONAL CHECKLIST



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