



TAKE THE LEAD

We asked several Cleveland Clinic Leaders how they practice and model well-being. Here are common themes, quick tips, and techniques.

1

Show Agility

The pandemic has certainly made work-life balance even more challenging. Whenever possible, be flexible with schedule adjustment/s and/or the need to work remotely to accommodate life outside of work.

2

Encourage Work-Life Balance

Many caregivers report that they check their inbox all weekend, and especially on Sunday evenings. Consider adding a line to your email signature ensuring others that they need not reply after hours on weekends.

3

Engage Peer to Peer Supports

Make space for your team to process, reflect, and reset. Consider scheduling programs like [Emerge Stronger](#), [Moral Distress Forums](#), [Code Lavenders](#), and [To Act as a Unit](#) (for physicians), as these may be of great benefit.

4

Respect PTO

Use your own PTO to model restorative behaviors and healthy boundary-setting. Encourage your team members to do the same. Make use of the “send later” feature to schedule email arrivals; a great way to continue your own workflow while others are away.

5

Leverage the Calendar

Don’t forget the benefit of a calendar reminder: built-in accountability. Block off time for a quiet lunch. Schedule a 10–15 minute walk (outside if possible), or a 5 minute guided relaxation. Invite others to join you if/when it makes sense.

6

Celebration and Recognition

Make it a point to celebrate successes, even small ones. Alongside your “to-do” list, keep a “ta-da” list, to visualize accomplishments. Acknowledge and celebrate what is going well for your team. Recognize their efforts in a tangible way.

