

Teacher and Leader Mental Wellness Plan Template

1. Personal and Professional Boundaries

★ Work Hours:

- Define your start and end times for each workday.

- *Recommendation: Commit to leaving work at school—limit taking work home.*

★ Communication:

- Set clear times for checking and responding to emails.

- *Recommendation: Set boundaries with colleagues and students on availability.*

★ Personal Time:

- Reserve specific times during the day for personal breaks.

- *Recommendation: Prioritize family, friends, and hobbies outside of work.*

2. Weekly Mental Wellness Checklist

★ Daily:

- Take regular breaks during the school day (e.g., lunch away from your desk).
- Practice deep breathing or a short meditation.
- Stay hydrated and eat nourishing meals.
- Step outside for fresh air, even if only for a few minutes.

★ Weekly:

- Connect with a colleague or friend (social support).
- Engage in a physical activity (e.g., walk, yoga, gym).
- Dedicate time to a hobby or passion project.
- Reflect on the week—what went well and what can improve?

★ Weekend:

- Engage in a restful activity (e.g., reading, watching a movie).
- Spend quality time with loved ones.
- Prepare for the week ahead—without overworking.

3. Reflection Prompts

What stresses me out?

What strategies help me relax?

How do I know when I'm reaching my limit?

What can I do to maintain a work-life balance?

What positive habits can I reinforce in my daily routine?

4. Mental Health Goals

- Short-Term Goals (Next 1-3 Months):
 - Goal 1:
 - Goal 2:
 - Goal 3:
- Long-Term Goals (Next 6-12 Months):
 - Goal 1:
 - Goal 2:
 - Goal 3:

Remember: This plan is a flexible guide to help you maintain your well-being. Adjust it as needed to fit your lifestyle and schedule.

Notes