

KEEPING WORK SUSTAINABLE

A 10-Min Guide to Support Wellbeing Through Team Conversations

This conversation helps teams pay attention to how work is impacting their **energy, stress, and overall wellbeing** - not just what's getting done.

It's designed to:

- Surface pressure early before it builds
- Make supporting wellbeing a shared team responsibility
- Enable small, practical adjustments that reduce stress in real time

We all have things outside of work that affect how we show up. This conversation acknowledges that reality - while focusing on what the team can do to make work more manageable.

10-MINUTE CONVERSATION AGENDA

1 Minute | Set the Tone

Leader Open: "Let's take a few minutes to check in on how work is feeling lately - not just what we're working on, but how it's impacting our energy and capacity."

We all have things outside of work that can affect how we show up here. We don't need to get into details, but it's helpful to recognize that's part of the picture.

The goal is just to notice where work feels sustainable and where small adjustments might help."

4 Minutes | Spark Discussion

Pick 1 question (rotate each time):

- What's something lately, at work or outside of work, that's been giving you energy or momentum?
- Where is work starting to feel stressful, rushed, or harder to keep up with?
- What's been helping you stay focused or not feel overwhelmed?
- Where are you noticing stress building - even if it's small right now?
- Without getting into details, is there anything affecting your energy or capacity this week that we should keep in mind as a team?

Tip: *Keep this optional and low-pressure - people can share generally or personally.*

4 Minutes | Reduce Pressure / Support Capacity

Discussion Prompt: "Based on what we're hearing, what's one small change that could reduce stress or make work more manageable right now?"

Examples if needed:

- Clarify what matters most this week (reduce competing priorities)
- Adjust a timeline or deadline where possible
- Pause or simplify low-value work
- Set clearer expectations around response times or availability

1 Minute | Close the Conversation

Leader Close: “Thanks for sharing. I’m hearing [insert 1–2 themes]. Let’s try [one small adjustment] this week to reduce stress where we can. We’ll check back briefly to see if it helped.”

AFTER THE CONVERSATION | FOLLOW-THROUGH GUIDANCE

- Follow through on the small adjustment (this builds trust quickly)
 - Revisit briefly in a future meeting:
 - Did this reduce stress or make things more sustainable?
 - What still feels heavy or unclear?
 - What’s one next small adjustment?
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FACILITATION NOTES

- Keep the focus on **work conditions**, not personal situations
- You are **not asking people to share personal details**
- If someone does share something personal:
 - Acknowledge briefly (“Thanks for sharing”)
 - Shift to support: “What would help from a work or team perspective?”
- Normalize that **everyone experiences pressure at times - from work and outside of it**
- Focus on what the team can **adjust, prioritize, or redistribute**
- Keep it **light, practical, and repeatable** - this should feel easy to do regularly