

**2020-2021
#GVSURA
WELLNESS GUIDE**

GVSU **HOUSING**
& RESIDENCE LIFE
STUDENT AFFAIRS



Resident Assistant wellness is a top priority in the 2020-2021 academic year and self-care is an integral part of that . You will learn about this in training, in-services, and staff meetings throughout the year and will be expected to model the way for their residents. Use this space to know how you can best find balance in this role in practicing wellness.

INTRODUCTION

RESIDENT ASSISTANT WELLNESS IS A TOP PRIORITY IN THE 2020-2021 ACADEMIC YEAR AND SELF-CARE IS AN INTEGRAL PART OF THAT. THIS GUIDE HAS BEEN CREATED TO ASSIST RAS AND SUPERVISING A/LCDS TO INCORPORATE INTENTIONAL SELF-CARE AND WELLNESS PRACTICES INTO 1:1 MEETINGS AND OTHER REGULAR COMMUNITY INTERACTIONS.

A/LCD SUPERVISING INSTRUCTIONS

Resident Assistants should complete the "About Me" sections, along with the self-care assessment worksheet, in order to allow A/LCDs to get a better understanding of each team member's relationship with self-care. A/LCDs may ask RAs to complete the "About Me" form once and the self-care worksheet twice in order to compare the level of self-care RAs are partaking in throughout the semester. This is vital to ensure RAs are maintaining self-care and for A/LCDs to notice when a conversations about wellness may be needed. LCDs may choose to do this activity as a staff or during 1:1s.

RESIDENT ASSISTANT STAFF INSTRUCTIONS

Resident Assistants should complete this form truthfully in order to provide your A/LCD accurate information on your practice of self-care so that your A/LCD can be of best support to you. Please speak to your A/LCD directly about the timeline for this process per staff.

EXAMPLE TIMELINE*

- A/LCD have conversations with staff about self-care and introduce the Wellness Workbook during the first or second staff meeting*
- A/LCD have follow up conversation the next staff meeting about overall experience filling out this workbook and general conversation about the importance of taking time to do self-care*
- RAs fill out the first "round" of self-care assessment worksheet to discuss during first or second 1:1*
- RAs fill out the second "round" of self-care assessment worksheet to compare with the first worksheet during a 1:1 in late October or November*

**Timeline subject to change per A/LCD*



About You - Part One

NAME WITH PRONOUNS & COMMUNITY

WHAT ARE THREE WAYS YOU WOULD LIKE TO SET AN EXAMPLE FOR YOUR RESIDENTS OR SET BOUNDARIES WITH THEM? HOW WILL YOU DO THIS? IS THIS REALISTIC/SUSTAINABLE?

HOW DO YOU CURRENTLY PRACTICE TIME MANAGEMENT? HOW WILL YOU IMPLEMENT THE MULTIPLE PRIORITIES OF BEING BOTH A FULL-TIME STUDENT AND AN RA INTO THIS ROUTINE? ARE THERE NEW TIME MANAGEMENT STRATEGIES YOU WOULD LIKE TO TRY?



About You - Part Two

HOW DOES YOUR APPEARANCE OR BEHAVIOR CHANGE WHEN YOU FEEL THAT YOU ARE BECOMING STRESSED/OVERWHELMED? (EX. RED FACE, SWEARING, UNABLE TO LISTEN, WALKING AWAY)

HOW DO YOU TYPICALLY PRACTICE SELF-CARE? WHAT WILL YOU DO DURING THE FALL SEMESTER? IS THERE ANYTHING NEW YOU WOULD LIKE TO TRY?

HOUSING & RESIDENCE LIFE UNDERSTANDS THERE ARE A VARIETY OF LEARNING STYLES THAT WORK TO MEET EACH PERSON'S NEEDS. HOW DO YOU LEARN BEST? HOW CAN WE BEST HELP YOU ENGAGE WITH THE CONCEPTS YOU LEARNED DURING TRAINING AND WILL CONTINUE TO LEARN THROUGH PRACTICE AND IN-SERVICES?



About You - Part Three

WHAT IDEAS DO YOU HAVE FOR BUILDING RELATIONSHIPS AND COMMUNITY WITH YOUR STAFF, THE HRL DEPARTMENT, AND YOUR LIVING CENTER DURING THE FIRST SIX WEEKS OF FALL SEMESTER?

IS THERE ANYTHING YOU WOULD LIKE A TEAMMATE OR YOUR SUPERVISOR TO HOLD YOU ACCOUNTABLE TO AS YOU START THIS ROLE?

HOW WOULD YOU LIKE TO RECEIVE FEEDBACK? HOW OFTEN WOULD YOU LIKE TO RECEIVE FEEDBACK?



1:1 QUESTIONS

WEEKLY CHECK-IN:

- How are you? How is life outside of work?*
- What are you worried about right now?*
- How do you feel your work/life balance is right now?*
- Do you feel you're getting enough feedback? Why/why not?*
- Do you feel challenged in this position?*
- Are you learning new things?*
- What skills would you like to develop right now?*

PERSONAL PROGRESS:

- What's an area of your work you want to improve?*
- With what aspect of your position would you like more help or coaching?*
- Do you feel like you're making progress on your big goals here? Why or why not?*
- Could you see yourself making progress on more of your goals here?*
- What would need to change to do so?*
- What additional training or education would you like?*
- What do you think are the key skills for your role?*
- How would you rate yourself for each of them?*

SUPERVISOR EVALUATION:

- How can I better support you?*
- Would you like more or less direction from me?*
- What could I do as a boss to make your work easier?*
- What is something I could do better?*
- What is a criticism you have for me?*
- What aspects of your work would you like more or less direction from me?*
- What could I do to help you enjoy your work more?*

Source: <https://getlighthouse.com/blog/one-on-one-meeting-questions-great-managers-ask/>



SELF-CARE ASSESSMENT WORKSHEET

BASED OFF OF TRANSFORMING THE PAIN: A WORKBOOK ON VICARIOUS TRAUMATIZATION.
SAAKVITNE, PEARLMAN & STAFF OF TSI/CAAP (NORTON, 1996)

This assessment tool provides an overview of effective strategies to maintain self-care. After completing the full assessment, choose one item from each area that you will actively work to improve. This assessment should be completed regularly (recommended twice per semester) and shared with supervisor during 1:1 meetings.

Using the scale below, rate the following areas in terms of frequency:

5= Frequently

4= Occasionally

3= Rarely

2= Never

1= It never occurred to me

PHYSICAL SELF-CARE

_____ Eat regularly (e.g. breakfast, lunch, and dinner)

_____ Eat healthy

_____ Exercise

_____ Get regular medical care for prevention

_____ Get medical care when needed

_____ Take time off when needed

_____ Get massages

_____ Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun

_____ Get enough sleep

_____ Wear clothes you like

_____ Take vacations

_____ Take day trips or mini-vacations

_____ Make time away from cell phones

_____ Other:

PSYCHOLOGICAL SELF-CARE

_____ Make time for self-reflection

_____ Have your own personal psychotherapy

_____ Write in a journal

_____ Read literature that is unrelated to school

_____ Do something at which you are not an expert or in charge

_____ Decrease stress in your life

_____ Let others know different aspects of you

_____ Notice your inner experience- listen to your thoughts, judgments, beliefs, attitudes, and feelings

_____ Engage your intelligence in a new area

_____ Practice receiving from others

_____ Be curious

_____ Say "no" to extra responsibilities sometimes

_____ Other:



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EMOTIONAL SELF-CARE

- _____ Spend time with others whose company you enjoy (6ft apart or with masks on)
- _____ Stay in contact with important people in your life
- _____ Give yourself affirmations, praise yourself
- _____ Re-read favorite books, re-view favorite movies
- _____ Identify comforting activities, objects, people, relationships, places and seek them out
- _____ Allow yourself to cry or feel emotion
- _____ Find things that make you laugh
- _____ Express your outrage in social action, letters and donations, marches, protests
- _____ Other:

SPIRITUAL SELF-CARE

- _____ Make time for reflection
- _____ Spend time with nature
- _____ Find a spiritual connection or community
- _____ Be open to inspiration
- _____ Cherish your optimism and hope
- _____ Be aware of nonmaterial aspects of life
- _____ Try at times not to be in charge or the expert
- _____ Be open to not knowing
- _____ Identify what is meaningful to you and notice its place in your life
- _____ Meditate
- _____ Pray
- _____ Have experiences of awe
- _____ Contribute to causes in which you believe
- _____ Read inspirational literature (talks, music, etc.)
- _____ Other:

WORKPLACE SELF-CARE

- _____ Take time to chat with co-RAs
- _____ Make quiet time to complete tasks
- _____ Identify projects or tasks that are exciting or rewarding
- _____ Set limits with your residents and co-RAs
- _____ Balance your caseload so that no one day or part of a day is "too much"
- _____ Negotiate for your needs (weekend off, directing to RA on duty, talking to supervisor)
- _____ Have a peer support group
- _____ Other:



SCIENCE FICTION IMAGINATION FOR EVERY DAY

The purpose of this activity is to imagine your own personal utopia and generate ideas with a partner on how to incorporate elements of achieving it into your daily routine. Take 10 minutes on your own to imagine a world incorporated with all the things, people, places, foods, sounds, etc. that make you feel whole and free. Imagine for this exercise that it is possible to create a world where it is possible to feel this way all the time. While imagining this world, respond to the below prompts:

- Where are you
- Who are you with
- What are you eating
- What are you smelling
- What are you hearing
- What are you doing
- What emotions do you feel

After imagining/writing/drawing your personal utopia, discuss the below prompts with your partner: While this utopia is not our current reality, how can you channel or work towards feeling these feelings in your day to day life?

- How can you practice wholeness in authentic relationships?
- How can you practice nurturing the feelings of wholeness in your routine?
- How can you support those who you are in relationship with to do the same?

While living in one's personal utopia is not reality, you may have talked about strategies which emerged out of imagining a world where you can be your whole self all the time. Strategies to practice love and abundance in your day to day when everything around us is changing. While imagining what's possible (but seems impossible) is fun and freeing, it is important to develop direction based on the horizon you can see. Move in it with awareness to adapt as the horizon changes:

- How are we moving in awareness of what our communities will look and act like in two weeks, in two months?
- How will we poll, assess, and adapt to our resident's needs?
- How will we reconnect to our personal utopia's when we need to be reminded of the peace and happiness we each deserve
- How will we create adaptive spaces for needs to emerge naturally and then how will we respond to them?

Sources:

<http://adriennemareebrown.net/2013/12/14/principles-of-emergent-processes-in-facilitation/>

<http://agilelifestyle.net/emergent-strategy>