



# The Good New Habits Book

## 2018

**He aha te mea nui o te ao**

What is the most important thing in the world?

**He tangata, he tangata, he tangata**

It is the people, it is the people, it is the people

**You can do  
anything, but you  
can't do everything:**

**Set reasonable expectations for  
yourself this school year!**

# Personal Questions for 2018:

- Is my personal wellbeing philosophy and self-esteem robust enough for the many challenges that this academic year may bring my way?
- At the extremely busy times, will I revert back to old habits and shut out family and loved ones, stop exercising and turn to food of little nutritional value?
- What environments re-charge my soul and give me a boost? When will I go to these places?
- What do I need to do to take my breaks and ensure that my food/liquid intakes are sufficient for my needs – breakfast/interval/lunch/low point of my day/dinner?
- When, where, what and how, will you boost your endorphin levels with regards to:
  - \*\* worship/pray/awesome tranquil places for calm and peace
  - \*\* sun exposure in the winter months
  - \*\* exercise regime
  - \*\* love shown
  - \*\* laughter / tears
  - \*\* creative activities
  - \*\* yell/scream/shout/ let off steam

The art of looking after one's self or caring about your own wellbeing is a jigsaw of learnt habits. Working in a school is an intensely demanding and it is vital that you take some time for 'you' during each working day. To help you develop these new habits, this booklet contains a weekly activity to support you. There is no particular order to the strategies and hints in this booklet but hopefully you may embrace a few on a permanent basis. They will become good new habits!

# health and wellbeing @work



# Triggers

To learn a new positive habit you need to remember to adopt this new activity on a regular basis. We all need reminders, so for example, hearing a plane overhead may be the trigger to remind you to rehydrate and have a drink of water.

You need to think about a few triggers that will remind you to regularly practise a new approach!!

Examples of triggers: Noise from vehicles on a nearby road or hearing an aircraft could work for you. Having a special screensaver on your computer could be a trigger. A poem, a photograph on your desk, a treasured item that you frequently see or even the school bell, could be a trigger. It could be the smell from a fragrance from your tissues or a room air freshener. It could be another external noise such as the playing fields being mowed. It could be a 'Remember to Remember' poster on the wall in the staffroom. In essence pick things that will constantly remind you to remember to adopt a new activity.

***“Remember to Remember”***

# Term 1 Weeks 1 and 2

## SELF REFLECTION

Reflect on the following and identify those areas that you need to pay more attention to in order to have a more balanced life, both professionally and personally.

### Physical Self-Care

Tick ✓

1	Eat regularly
2	Eat healthily and in moderation
3	Daily exercise
4	Drink plenty of water
5	Take time off when sick
6	Get medical care when needed or have an annual WOF
7	Find ways to relax: eg. massages, exercise, hobby
8	Do physical activity that is fun
9	Get enough sleep
10	Take care of personal grooming – treat yourself
11	Take regular holidays
12	Take day trips or mini-holidays
13	Take time away from your mobile phone, other electronic gadgets and social media access
14	Take time out for fun and laughter with family and friends

**Psychological Self-Care**

Tick ✓

15	Make time for self-reflection	
16	Sometimes just listen to others	
17	Write in a journal	
18	Read literature that is unrelated to your work	
19	Do something at which you are not expert or in charge	
20	Decrease stress in your life	
21	Notice your inner experiences – listen to your thoughts, judgements, beliefs, attitudes and feelings	
22	Let others know different aspects of you	
23	Engage your intelligence in a new area	
24	Practise receiving from others	
25	Be curious	
26	Say no to extra responsibilities sometimes	



## Emotional Self-Care

Tick ✓

27	Spend time with others whose company you enjoy	
28	Stay in contact with important people in your life	
29	Give yourself affirmations, praise yourself	
30	Love yourself	
31	Re-read favourite books	
32	Identify comforting activities, objects, people, relationships, places and seek them out	
33	Allow yourself to cry	
34	Find things that make you laugh	
35	Express your outrage in social action, letters, donations, protests	
36	Have quality time with family, including with children	
37	Do fun relaxing activities	

**Spiritual Self-Care**

Tick ✓

38	Make time for reflection	
39	Spend time with nature	
40	Find a spiritual connection or community	
41	Be open to inspiration	
42	Cherish your optimism and hope	
43	Be aware of non-material aspects of your life	
44	Try at times not to be in charge or the expert	
45	Be open to not knowing	
46	Identify what is meaningful to you and notice its place in your life	
47	Meditate, Pray, Sing	
48	Access your "inner child", have fun	
49	Have experiences of wonderment and awe	
50	Contribute to causes in which you believe	
51	Read inspirational literature	

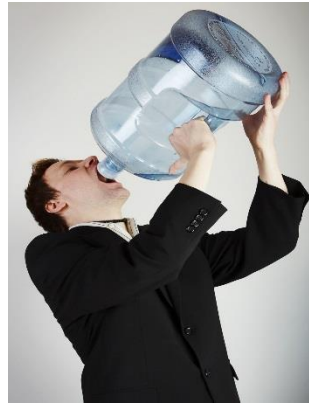
<b>Workplace or Professional Self-Care</b>		Tick ✓
52	Take breaks during the work-day (eg. lunch, tea-break, a walk outside)	
53	Take time to chat to co-workers	
54	Make quiet time to complete tasks	
55	Identify projects or tasks that are exciting and rewarding	
56	Set time limits with students and colleagues	
57	Balance your work so that no one day or part of a day is “too much”	
58	Arrange your work space so it is comfortable and comforting	
59	Get regular feedback	
60	Negotiate for your needs	
61	Have a peer support group for colleagues	
62	If overwhelmed talk to HOD, colleague, Senior leader or one of the counsellors.	

<b>Balance</b>		Tick ✓
63	Strive for balance within your work-life and workday	
64	Strive for balance among work, family, relationships, play and rest	

Another resource is the online teacher stress test, offered by the Education Support Partnership <https://www.educationsupportpartnership.org.uk> How stressed are you? The test can be accessed at <https://www.educationsupportpartnership.org.uk/take-test> Do at start and end of year.

# Term 1 Week 3

## Drink Water



- Bring a water bottle to work and refill from the chilled water tap in the staffroom.
- Have the bottle with you whilst working and regularly take small sips.
- Strive to drink at least 4 glasses or 2 bottles a day.
- Cut down on tea and coffee consumption this week.

“The real risk is doing nothing.” - Denis Waitley

# Term 1 Week 4

## Enjoy Your Lunch Break



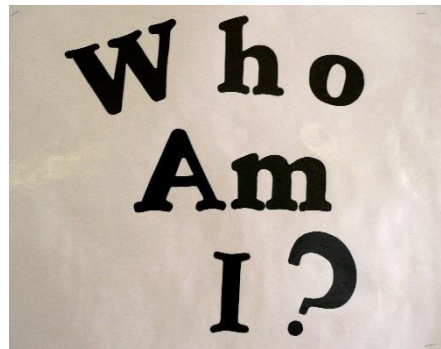
- In a busy day it is important to have a quality break at lunchtime.
- Strive to have at least two lunchtimes this week in the staffroom.
- Make yourself a lovely tasty lunch that you can enjoy and take time out to relax.
- During this time, resist the temptation to discuss work and instead find out something new about some of your close colleagues.

“The greatest discovery of my generation is that you change your circumstances by changing your attitudes of mind.”

William James

# Term 1 Week 5

## Show And Tell



- This week tell your colleagues something they do not know about you.
- Tell them a humorous story about yourself.
- Surprise a few with an old photograph of your 'interesting' fashion sense.
- Reveal a hidden talent such as playing the trumpet, quoting the periodic table from memory or interest them with your first day stamp collection covers.
- In a quiz format, you will be given a list of facts about colleagues and try and match up a colleague with a particular fact. A really interesting activity.

# Term 1 Week 6

## Exhale Slowly

ALIVE  
*or*  
JUST BREATHING?

- Remember, exhalation promotes relaxation. Most people inhale more than they exhale and there lies a problem.
- Place 'green sticky dots' in strategic places – on your desk, laptop, cubby hole, mobile phone, car steering wheel to remind you to stop and breathe out slowly.
- Breathe out, focussing on the exhaling.
- Stop, drop, flop – Stop and slowly exhale watching your diaphragm / chest, drop your shoulders, upper chest and finally flop to relax all over.
- Do this hourly – stop, drop and flop! (courtesy of Dr Jim Bartley –'Breathing Matters')

"1. Inhale to the count of five, 2. Very slowly exhale, 3. Hold to the count of five 4. Repeat exercise" by Elizabeth Holloway physiotherapist

# Term 1 Week 7

## Health Focus

HEALTH  
FOCUS



- Bring in fresh fruit for morning tea and lunch.
- Cut down on the caffeine and high energy drinks.
- Rehydrate with water, aiming to drink at least 2 bottles a day.
- Vary your staffroom to classroom/office walk – different routes, quicken pace, up/down staircases.
- Strive to have a quieter week and work less hours outside of the school days!
- Leave early and take a long walk one evening.



# Term 1 Week 8

## Brain Gym And Stretching



- This week have some fun in your work space by introducing some simple exercises to sharpen up the brain and relieve some body tension.
- Resources will be made available this week to explain different stretches that you can do in the classroom/office/outside around the grounds.
- You will be introduced to: The Elephant, Belly Breathing, The Owl, Balance Buttons and The Energy Yawn.
- Don't be fooled by the simplicity of these exercises as they have a proven record of being beneficial. If done consistently they can have a tremendous impact on wellbeing.

# Term 1 Week 9

## Avoid Using E-mail Week



- Only send an e-mail if it is vitally important.
- Make an effort to walk around the grounds to see a colleague and have a discussion instead.
- Talk to a few students during your duty slot and ask them what the highlight of their term has been.
- Write a note to say thanks to a colleague for a good deed.

“If we don’t change, we don’t grow. If we don’t grow, we aren’t really living.” - Gail Sheehy

# Term 1 Week 10

## De-Stress Focus



- Organise a staff event(s) this week with the focus on re-balance and de-stressing.
- What about a fun event like a bake off/masterchef, tenpin bowling or even a karaoke challenge, to have a few laughs and let off some steam?
- Treat yourself to a neck / shoulder massage this week.
- What about a yoga or pilates session or a relaxing visit to a spa?
- Touch base with an environment that re-charges your mind and soul

“It is the mind that makes the body.” - Sojourner Truth

# Term 1 Week 11

## Plan Of Action Before The Holidays



- Carefully plan and prioritise your days between now and the end of term.
- The holiday is for you to relax, rest, enjoy and re-charge your battery for next term.
- Work smarter and possibly put in the odd longer day at school so that you have all your marking and jobs completed by the end of term.
- Do not plan to use your holiday for marking or for completing huge schemes of work.
- Your students and colleagues want you fresh and dynamic next term, not grouchy and fatigued!

# Term 2 Week 1

## Term 1 Reflection

We do not learn from  
experience... we learn  
from reflecting on  
experience.

*- John Dewey*

- How are you?
- On a scale of 1 (poor) to 10 (excellent), rate your wellbeing at this point in the year.
- What did you do last term to look after your wellbeing?
- Can you or do you need to step it up this term, and make your wellbeing a priority throughout your working day?
- Do your 'Remember to Remember' triggers work?
- Re-visit the personal questions at the front of the booklet

# Term 2 Week 2

## Health Check

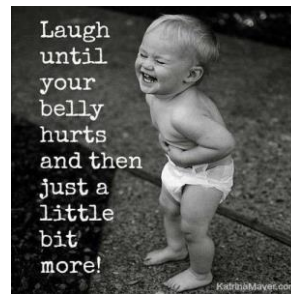


- When was your last WOF? Some older cars receive one every 6 months so is it time for you to receive one?
- Visit your GP to check your blood pressure, heart, hearing and eyesight. Have a weight and diet discussion.
- Blood tests for cholesterol and blood sugar levels are useful indicators.
- As we age gracefully other regular checks become available. Be proactive!
- For guys over 40, regular prostate checks (there is a blood test option) are recommended.

“There is more to life than increasing its speed.” - Mohandas K. Gandhi

# Term 2 Week 3

## Laughter Week



- There is now a lot of research that highlights the positive benefits of laughter.
- Organise an activity this week that makes you smile and brings joy into your life.
- For example, surprise a colleague with a thoughtful gesture, watch some humorous clips on Youtube throughout the week, arrange an after school departmental trip to mini golf or bowling.
- Find an amusing story that will supplement a teaching topic and make the class laugh.

**\*\* Heads up next week: Start your planning for 'Special Evening 1' \*\***

# Term 2 Week 4

## Special Evening 1



- Plan a special midweek evening activity with a partner, loved one or friends.
- Work smarter on your chosen day and plan to leave College by 4 pm on this day and enjoy a wonderful evening.
- Make it a fun event with lots of laughter and a chance to get ‘work’ out of your head for the evening.

“We are what we repeatedly do. Good personal wellbeing, then, is not an act, but a habit.” – Aristotle



# Term 2 Week 5

## Sharpen the Saw

*Sharpen the Saw means  
preserving and  
enhancing the greatest  
asset you have - you.*  
Stephen R Covey

- This would be an appropriate time to review your work habits, both at school and at home.
- Can I work smarter?
- Do I take home a bag of marking and paperwork and then return with most of it untouched the following morning?
- Are you a morning or evening person? Review whether you could arrive earlier or stay later at school but with the trade-off of not taking work home?

“I’m not afraid of storms, for I’m learning how to sail my ship.” - Louisa May Alcott

# Term 2 Week 6

## Fight Procrastination

"The best way  
to get  
something done  
is to begin."

- Make a start this week on that one task that you have been avoiding and putting off.
- Set yourself a short time frame say 30 – 45 minutes and focus on that document or admin task that you keep avoiding. Just making a start will be uplifting!
- Figure out how you can put yourself in the 'zone' to do some inspiring work.
- How good will you feel when this particular task is all done and dusted?

"The beginning is the most important part of any work." - Plato

# Term 2 Week 7

## Cardio Focus



- This week's aim is to do some exercise to get your heart pounding just that little bit quicker
- Take a short walk and try to have 3-5 minutes of walking above your normal pace
- If you jog, try to have a 3-5 minute burst of running at a quicker pace
- If you swim, then put in a few quicker laps to raise your heartbeat
- Around College take journeys up and down staircases to boost your heart function

“Think you won't make a difference with just one quick walk or a run? You won't make a difference doing nothing”

# Term 2 Week 8

## Sleep Well



- Go to bed at a regular time, **turn off electronic gadgets** and use relaxation techniques such as focussed breathing, meditation, visualisation or massage.
- Early evening, clear your head space of worries by writing them down and organise your things for tomorrow.
- Don't eat too late, avoid caffeine and alcohol close to bed, as they are stimulants and can encourage the brain to become more active through the night.
- The use of aromatherapy oils, relaxing background music and a well ventilated room are extremely beneficial for some people to help aid long periods of sleep.

“It is health which is wealth and not pieces of gold and silver” – Mahatma Gandhi

# Term 2 Week 9

## Attitude Adjustment Week

ATTITUDE  
IS THE  
DIFFERENCE  
BETWEEN  
AN ORDEAL  
AND AN  
ADVENTURE

“Attitude is the little thing that makes a big difference”

– William Churchill

- **You control your attitude.** Do the ‘glasses’ through which you view the world, need a tweak this week?
- On a continuum where are you with regards to your: mood, posture, happiness, stress levels, warmth towards others and warmth towards yourself?
- Check with loved ones to see if your attitude needs to be more ‘unwinding’ on the way home from school. Friends and family will be honest (and brutal, particularly children)
- Find a quiet place to: stop, listen to your thoughts and images and replace some with more positive and appropriate ones, and then look for the difference in your life.

# Term 2 Week 10

## Think



- If you plan your week carefully and work efficiently, can you leave on Friday for the holidays on top of all your various jobs?
- At the end of a traditionally tough term both students and staff are often weary and some can be a wee bit prickly. If a situation troubles you 'Think' carefully before you act.
- A moan and groan at a student may be unfair and an overreaction which we regret a day later. Think.
- A short and terse e-mail or comment to a colleague may be counterproductive. Sleep on it and maybe tomorrow you might approach your concerns differently. Think.
- An act of kindness to help an under-pressure colleague would be well received.

# Term 3 Week 1

## Term 2 Reflection



- Spend some time this week reflecting of your work – life balance of last term.
- Try to identify a key area that still needs attention. Talk to colleagues about their approaches to work – life balance.
- Again it is useful to write your thoughts down – What went well? What still needs further tweaking?
- Reflect on the weekly challenges from last term and whether you have started to embed some of these approaches into your daily/weekly routines. Are you starting to form a new positive habit or habits?

# Term 3 Week 2

## Fun in the workplace



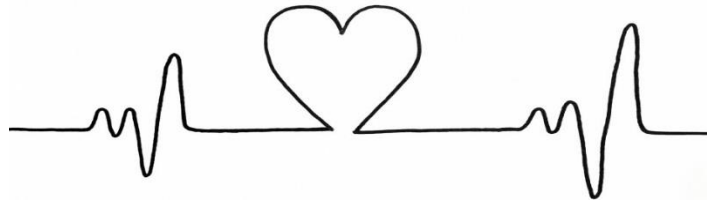
- Plan some fun and challenging activities for all your classes this week
- Step out of your comfort zone for at least one of your lessons
- What about a change of room or an outdoor activity?
- What about a joint lesson with another subject class or team teaching with a colleague?
- Be inspired to bring some fresh, innovation, creativity to your workplace this week
- Tell some jokes or an amusing tale
- Above all – have fun this week!

“Creativity is intelligence having fun”



# Term 3 Week 3

## Increase Your Heart Beat

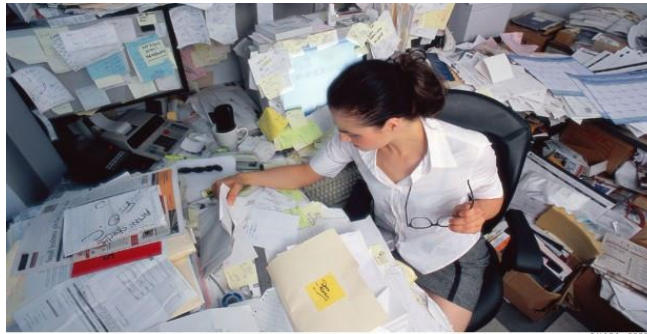


- Find time for some form of exercise at least 3 times this week, in or out of school time.
- With some colleagues utilise the school fitness centre, organise a walking group around the 1 km boundary of the school fields.
- Staff v Seniors volleyball, netball, indoor soccer challenges at lunchtime?
- Early morning swim, run or gym before school?
- Drink at least 4 glasses of water a day and feel alive!

“A man too busy to take care of his health is like a mechanic too busy to care for his tools.” – Spanish proverb

# Term 3 Week 4

## Tidy your work space



- Spend some time tidying your desk and teaching area. Working in a messy and cluttered environment can be stressful. Throw out rubbish.
- Ask your students to tidy up their storage areas and shelves.
- Put in a request to fix those broken fittings, desks and chairs.
- Brighten up your space with new displays and a splash of colour. Having a clean up will bring a sense of organised tidiness to your work area. It can be an uplifting experience.

# Term 3 Week 5

## Water And Healthy Eating Week



- Working flat out ? So much to do and not enough time to even consider looking after yourself ? Wrong!! This is the time when you must stop for food and drink breaks. Your body needs to refuel.
- Bring your water bottle and strive for 2 bottles a day. Go easy on the caffeine and energy drinks.
- Plan your lunches this week so that you have a strong emphasis on fruit and vegetables.
- Make it to the staffroom for a 30 minute relaxing lunch break at least twice in the week.

# Term 3 Week 6

## Random Acts Of Kindness

*One Act of Kindness Won't Change The World, But It May Change One Person's World.*

- Surprise a colleague with a special treat which will give them a boost.
- Teach something a bit more unusual in one of your classes to lift the spirits of your students.
- Bring in your favourite tea or coffee blend and make an extra cup for a friend.
- Suggest a night off school work and organise a trip out to the movies or a restaurant.

“Parents can only give good advice or put them on the right paths, but the final forming of a person’s character lies in their own hands.” - Anne Frank

# Term 3 Week 7

## Brain Sharpener



- This week you will be introduced to some more short exercises that you can use with your classes and at work. All are designed to help sharpen up the brain.
- A resource will be placed in your cubby hole.
- Don't be fooled by the simplicity of these exercises as they have a proven record of being beneficial. If done consistently they can have a tremendous impact on well-being.
- You will be introduced to: The Cross Crawl, Lazy 8s, Arm Activation, Hook Ups, Thinking Caps and Positive Points.

‘You can never really live anyone else’s life, not even your child’s. The influence you exert is through your own life, and what you’ve become yourself’ - Eleanor Roosevelt.

# Term 3 Week 8

## Stop For Five Minutes Each Day



- This week's activity is particularly tricky. The modern day school is a very pressurised and frantic place, so asking someone to stop can be quite daunting.
- Find a quiet place where you can take a few moments for yourself. The Chapel and The Mary Garden are excellent places to seek a few moments of tranquillity. Use one of your triggers to remind you to stop and take a few moments for you.
- Relax your shoulders, neck and jaw. Close your eyes.
- Still the body and try to calm the mind. Breathe slowly and deeply.

# Term 3 Week 9

## Make A List



- With the end of term in sight, establish a list of the priority tasks that will need to be completed before you enjoy your holidays.
- Organise realistic time periods for each task – long / medium / short
- Try to be efficient with your time but also build in time for food and drink breaks and appreciate that you are not superhuman and that this has already been a busy term.
- Be aware of overloading yourself. “There is no heroism in this kind of martyrdom”  
– Rosemary Holmes , author of ‘Teacher Wellbeing’

“I am the master of my fate; I am the captain of my soul.” - William Ernest Henley





# Term 4 Week 1

## Term 3 Reflection



- Re-visit the self reflection survey from Term 1 Weeks 1 and 2 and see how you fair or visit the Stress Test <https://www.educationsupportpartnership.org.uk/take-test> and see if a specific issue is highlighted.
- Spend some time this week reflecting of your work – life balance of last term. Have you adopted some new approaches or positive habits into your daily/weekly routines?
- Talk to colleagues about their approaches to work – life balance and have they made improvements this year?

# Term 4 Week 2

## Positive Health Week



- Bring in fresh fruit for morning tea and lunch.
- Cut down on the caffeine and high energy drinks.
- Rehydrate with water, aiming to drink at least 2 bottles a day.
- Do not work more than 50 hours this week!
- Leave early and take a long walk one evening.
- Have a night off school work in the middle of the week.

# Term 4 Week 2



## 'Gold Card' Week

- A very simple focus this week on acknowledging some of the great work our learners are doing in our classes.
- Strive to issue 5 gold cards on each of the four days this week = 20 gold cards per teacher
- 60 teachers will generate:  $60 \times 20 = 1200$  gold cards!
- It is good to praise and acknowledge a job well done or a splendid performance.
- Be busy writing out a few gold cards this week.

# Term 4 Week 3

## Take Time

Gratitude  
is the best  
Attitude

- Take time to: Celebrate the success of your teaching and the role you have played as we acknowledge our students at Senior Prize Giving.
- Take time to: Breathe – inhale slowly, exhale slowly.
- Take time to: De-clutter your work space.
- Take time to: Praise a colleague for a job well done.
- Take time to: Exercise, relax and catch up on some valuable sleep.

**\*\* Heads up next week: Start your planning for 'Special Evening 2 \*\***

# Term 4 Week 4

## Special Evening 2

Make time  
for the  
**BEST**  
things in life

- Plan a special midweek evening activity with a partner, loved one or friends.
- Plan to leave College by 4 pm on this day and enjoy a wonderful evening.
- Make it a fun event with lots of laughter and a chance to get 'work' out of your head for the evening.

# Term 4 Week 5

## Five Ways to Wellbeing



- GIVE – your time, your words, your presence
- BE ACTIVE – do what you can, enjoy what you do, move your mood
- KEEP LEARNING – embrace new experiences, see opportunities, surprise yourself
- CONNECT – talk and listen, be there, feel connected
- TAKE NOTICE – remember the simple things that give you joy

Adapted from NZ Mental Health Foundation Resource

“You can do anything but not everything.” - David Allen

# Term 4 Week 6

## Laughter Week 2

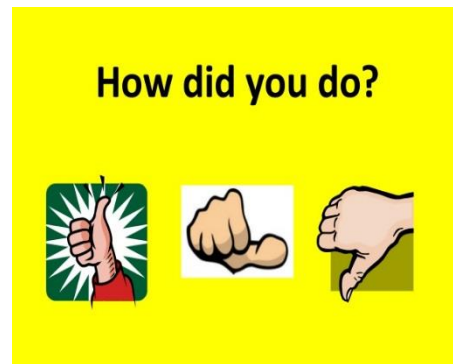


- Another chance to laugh. The positive benefits of laughter are well documented
- Organise an activity this week that makes you smile and brings joy into your life
- For example, surprise a colleague with a thoughtful gesture, watch some humorous clips on Youtube throughout the week, organise a departmental BBQ, Masterchef challenge, have a staff happy hour with a trivial pursuit quiz.
- Find an amusing story that will supplement a teaching topic and make the class laugh.

“Remembering ourselves and our power can lead to revolution, but it requires more than recalling a few facts. Re-Membering involves putting ourselves back together, recovering our identity and integrity, reclaiming the wholeness of our lives.” - Parker Palmer

# Term 4 Week 7

## Reflection Time On 2018



IF YOU DO  
WHAT YOU  
ALWAYS DID  
YOU WILL  
GET WHAT  
YOU ALWAYS  
GOT.

- Write down two areas of your wellbeing that you believe that you have improved upon this year and that have pleased you.
- Write down two areas that you have made a start on improving but are still a work in progress.
- Are you able to identify areas that are still a major concern for you and that need some serious attention?
- Re-visit the Self Reflection Survey or Stress Test through the Educational Support Partnership website <https://www.educationsupportpartnership.org.uk/take-test>



# Term 4 Week 8



## Remember To Remember

- Utilise and adapt your triggers throughout the summer break so that you are reminded to check in with yourself and see how you are going: the sounds of the ocean, bird chorus, seeing or hearing an aircraft, hearing a police siren or the sound of a motorbike, someone sneezing, music on your ipod or in your car. You will probably need about 3 or 4 triggers that you will come across in everyday life.
- Find time for you. Escape for a while and do things just for you.
- Re-visit this booklet and pick out your preferred strategies to assist your search for the perfect wellbeing equilibrium in your life.
- Marvel at the Pohutukawa trees in full bloom and have a most enjoyable, relaxing and restful holiday! More in 2019.

Based on 'The Good New Habits Book 2012' resource originally written by Ian G. Vickers, Deputy Principal, Sancta Maria College, Flat Bush, Auckland, New Zealand.  
[teacherwellbeingnz@gmail.com](mailto:teacherwellbeingnz@gmail.com) . Visit [www.facebook.com/teacherwellbeingnz](https://www.facebook.com/teacherwellbeingnz) to share your teacher wellbeing stories and journey with other colleagues nationwide.