

Taking Care of Self and Others

The work of a leader in schools is challenging and can quickly drain energy. It has never been more important to take care of yourself and your staff. If Coach Leaders are not intentional, they will burn out, and so will their staff. Over many years, there has been a recurring theme of finding balance between work and personal lives. While everyone must determine the best way to find that balance, here are a few topics and questions to consider that will help you determine your own approach. Delegation, in particular, is important for leaders to achieve balance.

Actions That Achieve Balance	Questions for Reflection
Delegate.	<ul style="list-style-type: none"> What are you doing that your administrative assistant would love to do and would feel valued if you asked them to do it? What are you doing so that your assistant principals grow from taking on some of the responsibilities you are currently carrying?
Set boundaries for self-care.	<ul style="list-style-type: none"> What boundaries for self-care are you setting for yourself and encouraging your staff to set? (For example, a boundary could be refraining from saying yes when your responsibility plate is already loaded.)
Make the best use of technology.	<ul style="list-style-type: none"> Which forms of technology serve you best, and how do you know when it's time to turn off your technology? Who might know how to do something easier and faster with technology and would feel honored that you asked them to do the job?
Provide resources and support.	<ul style="list-style-type: none"> Who are possible speakers and resources to call on to support you and your staff in self-care? (For example, you might ask your physical education teacher, nurse, and counselors to provide practical ways to release stress and build internal strength.)
Provide clear communication on boundaries related to work conversations.	<ul style="list-style-type: none"> How do you communicate to staff about how you will respond to work-related emails or messages outside of work hours? How do you model with your staff that there will be times during work hours when you will not be available while having a system in place to ensure you will get back with them? What system for emergencies have you and your staff put in place to provide clarity on who to contact, how to reach them, and when to do so?
Establish an ongoing schedule to meet and work with a professional coach.	<ul style="list-style-type: none"> How do you think through your challenges, celebrations, feelings, desires, plans, and goals? As you model being a Coach Leader, in what ways do you support a culture of coaching as you show your own vulnerability in being coached?