

MICRO-TASKS TO PROMOTE EMOTIONAL WELL-BEING

The following microtasks are intended to help you pursue **both professional and personal activities that may help improve your well-being**. Each task is intended to take 2-3 minutes. The intent is to select and engage in one “micro-task” at frequent regular intervals (e.g. every couple days or once a week) rather than to do them all at once

1. Write down 3 positive things that went well in the last 24 hours at work. These three things can be small in importance or big. Next to each positive event, write about one of the following:

“Why did this good thing happen?”

“What does this mean to you?”

“How can you have similar experiences in the future?”

Consider repeating this reflective exercise each morning for the next week.

2. Jot down 3 things that you are grateful for in your life and why you value these things. Then, think about changes you could make in your life so that you live in greater accordance with what you value most.
3. Spend 5 minutes writing about a time when one of your ideas changed the way things were done in your work area.
4. Reflect on a challenging time when you were courageous at work and spoke up to help a patient or a colleague. What happened as a result?
5. Take 2 minutes to journal about your most meaningful work-related experience of the past week.
6. Schedule a time to have lunch/coffee with a colleague in the next week. Make the arrangements right now (e.g. send an e-mail).
7. Think about a time when you dealt with an emotionally challenging situation at work with particular skill. Reflect on how your compassion for a patient or colleague made a difference in their life. What personal attributes enabled you to manage the situation well?
8. Identify a work-related activity that leaves you feeling energized. List 3 ways to maximize opportunities for that activity to happen regularly. Then, take an initial step toward implementing one way.
9. Reflect on a recent meaningful patient care experience. Take 2-3 minutes to reflect on what made this experience stand out and its impact on your work satisfaction. Consider sharing this experience with a colleague or your partner/significant other.
10. Generate a list of the 3-4 work-related activities that are the most personally meaningful to you. Discuss these activities with a spouse/partner or friend within the next few days.