

Mental Fitness Practices Checklist:

Autonomy Support

- ☐ Recognize the strengths and interests of your team. When you are delegating responsibilities, try to assign projects that will motivate and allow people to shine. When team members feel trusted and engaged, often productivity will increase.
- ☐ When challenges are encountered related to team functioning or meeting deadlines, avoid comments that assign blame or that diminish employees' confidence or sense of competency. Instead, set up a time to talk to team members individually or as a group. Begin by eliciting their perspectives about how things are going. Use this initial sharing time as an opportunity to invite team members to suggest steps or actions to build solutions for moving forward.
- ☐ In anticipating changes to work or learning routines or in the introduction of new policies, take time to explain the importance or reasons for change. Such efforts demonstrate respect and help to support people as they prepare for and work through changes. Input from team members can also impact how changes are implemented and increase the level of employee engagement through times of transition.
- ☐ Create regular opportunities or specific meeting times where upcoming goals for the organization can be presented and discussed. At these meetings, invite input from team members on effective approaches for meeting goals and ways of troubleshooting anticipated challenges.
- ☐ Hold a "Town Hall Meeting" to bring leaders and team members together to discuss problem solving. These meetings help team members know that their perspectives are valued and heard by leaders.

- In staff meetings, ask each team member to record ideas for increasing autonomy in the workplace. Collect the ideas and review them. Let team members know that their opinions are valued.
- Each year, many organizations provide employees with professional development workshops, guest lectures or luncheons on relevant topics. As you plan for the upcoming year, rather than choosing the topics on your own, include team members' perspectives. Present a number of topics and have team members prioritize which ones interest them the most.
- Create an idea box or online resource where team members can write suggestions for the organization. Review these ideas every month and implement those that fit with the organization's mission. Send out a group email to all team members when one of their ideas is implemented.
- Hold professional development sessions on Respectful Workplaces that place emphasis on hearing and valuing the voices of others. Discuss with team members ways in which respectful workplace practices can be reinforced as part of structured routines and in informal interactions among people.
- Create opportunities for collaborative projects that can be undertaken by team members. Brainstorm with team members possible options for collaborative initiatives or projects that include shared goals and actions.
- Use informal or more structured anonymous surveys as a means for receiving feedback from employees on the workplace climate. The information gleaned from these data collection activities may provide beneficial insights for the development of strategic actions for promoting healthy workplace relationships and routines.