



Choose Joy

Everyday!

PAUSE



RESET

REFLECT

PERFORM

LEADERSHIP TOOLKIT Pause 2025 Edition



PAUSE



Welcome to your Pause 2025 Leadership Toolkit!

This toolkit is designed to guide leaders in building healthier, happier teams through a well-being-first leadership approach. Inside, you'll find practical strategies, checklists, and frameworks aligned with WHS standards and the H.A.P.P.Y. model. Each page offers space to reflect, take action, and lead with confidence. Use the margins or blank pages for your own notes and ideas — this is your space to grow.



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SAVE UP TO 8.75 HOURS PER WEEK

Initial studies have shown that tools like Microsoft's CoPilot are saving workers up to 8.75hrs per week!

Are these productivity savings being reinvested wisely?



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**Reset
Reflect and
Perform...Better!**

**WHAT SHOULD
LEADERSHIP LOOK LIKE
IN THIS AI AGE? 🤔**



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7 SIMPLE STEPS

Well-being Strategy Guide

01 Support Holistic Well-being

Encourage wellness breaks, healthy snacks, mental reset time, or even skincare rituals. Check in regularly: “How’s your energy this week?”

02 Create Active Engagement

Embed well-being into the rhythm of your team—add short check-ins to meetings, start 1:1s with energy or workload check.

03 Practice Positive Psychology

Begin meetings with: “What went well?” or “Who supported you this week?” Shift from problem-fixing to progress-celebrating.

04 Spark Playful Energy

Incorporate lightness—try Friday fun rituals, team games, or a celebration wall. Make space for laughter.

05 Shape Your Environment

Ask: “What’s making work harder than it needs to be?” Listen without fixing immediately. Respect all voices equally.

06 Reflect & Reset Regularly

Use monthly team reflections: “What helped your well-being?” “What drained it?” “What do we try next?”

07 Lead by Example

Model gratitude, breaks, boundary-setting, and openness. When you pause, others feel permission to do the same.



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Common *psychosocial hazards* include



- High or low demands
- Low job control
- Poor support
- Lack of role clarity
- Poor organisational change management
- Inadequate reward and recognition
- Poor organisational Justice
- Traumatic events or material
- Remote or isolated work
- Poor physical environment
- Violence and aggression
- Bullying
- Harassment including sexual harassment
- Conflict or poor workplace relationships and interactions

What *psychosocial hazards* Sound like at work

“I can’t sleep
I keep thinking
about my work.”

“I don’t know how much
longer I can keep
working at this place.”

“I have no idea
what it is i am meant
to be doing.”

“I am burnt out.”

“This place is toxic.”



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Workplace Well-being & Safety Quick Check for Leaders

A practical guide to help leaders check in on both compliance and care, using the H.A.P.P.Y. framework.

H – HOLISTIC WELL-BEING (SKIN, BODY, MIND)

- Do we offer regular breaks and encourage rest?
- Are team members supported in managing stress, energy, and physical health?
- Do we promote access to wellness services (e.g. mental health support, hydration, posture setup)?

A – ACTIVE ENGAGEMENT (WELLNESS CULTURE)

- Are well-being check-ins a regular part of meetings or 1:1s?
- Do we follow up on concerns or feedback shared by team members?
- Is there visible leadership support for wellness initiatives?

P – POSITIVE PSYCHOLOGY (MINDSET SHIFT)

- Do we focus on strengths and progress, not just problems?
- Is effort recognised, not just outcomes?
- Do we use reflective prompts like “What went well?” in our routines?

P – PLAYFUL ENERGY (CREATIVITY, BONDING)

- Do we make time for team bonding or light moments during the workweek?
- Is creativity encouraged, even during busy periods?
- Do we celebrate small wins as a team?

Y – YOUR ENVIRONMENT (PSYCHOSOCIAL SAFETY)

- Can team members speak up safely without fear of judgement?
- Are there clear policies and training on bullying, harassment, and psychosocial hazards?
- Do we respond transparently to issues raised—and role model inclusion?



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Psychosocial hazards ! & Risk Management Pack

Identify, Act & Improve - Managing Risks to Thrive

1

Identify Risks

Use team **chats, surveys** or 1:1s to uncover:

- High/low job demands
- Low control
- Poor support
- Lack of clarity
- Conflict or bullying
- Isolation or unfairness

2

Assess the Impact

Watch for signs like burnout, absenteeism, silence, or frustration.

Ask: “What’s making work harder than it needs to be?”

3

Take Action

- **Clarify** roles and expectations
- **Recognise** and reward efforts
- **Promote** open conversations
- **Improve** access to support and training

4

Monitor & Improve

- **Schedule** monthly or quarterly reviews.
- **Reflect** with the team.
- **Adjust** as needed.



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All work. No play. The team disconnects.

You finish your tasks and hit your target, but it feels robotic. Before you can breathe, there's another task and a higher goal. No one laughs. Everyone keeps to themselves. Team spirit? What's that?



*psychosocial
hazards*



Low Team Morale & Isolation

Leadership Prompt

Do I make space for fun and real team bonding or just focus on KPIs?

Inclusive Leadership Strategy

Play boosts performance.
Acknowledge milestones, birthdays, and bring lightness into the day, it makes people feel seen.

The Pause Moment Ideas



1. Team Joy Jar
2. 5-minute Friday game, or
3. a “win of the week” ritual.



What if we handled it differently?



RESET, REFLECT & PERFORM



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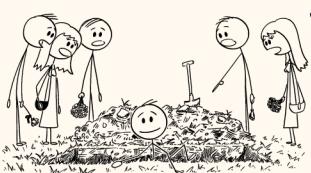
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You're overthinking it!

You raise something that doesn't feel right.
They laugh and say,
“You’re too sensitive.”
Next time?
You stay quiet.



psychosocial hazards



**Poor Support,
being dismissed
instead of heard**

Leadership Prompt

**Do I listen with care
or brush things off
too quickly?**

Inclusive Leadership Strategy

Make feedback part of your culture.

Encourage open conversations through regular check-ins, anonymous feedback, and follow-ups. Listen without judgment—even when you see things differently.

The Pause Moment Ideas



1. Start meetings with a “**Speak Up Circle**”
2. **Use a prompt** like “One thing I wish we talked about more is...”
3. Set up an **anonymous comment box** (physical or digital)
4. **Respond to feedback** with “Thank you for raising that”
5. Lead by **pausing before reacting**



**What if we
handled it
differently?**



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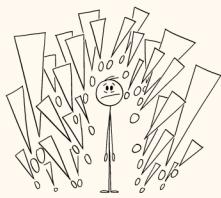
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**I do my best.
It's still not enough.**

You work hard. You stay late.
You say yes to everything.
Still no thanks.
Still more pressure.
You feel invisible, even when you're doing well.



*psychosocial
hazards*



**Burnout risk,
lack of recognition**

Leadership Prompt

**Do I notice and
appreciate the effort, not
just the result?**

Inclusive Leadership Strategy

Celebrate differences.
Appreciate different work styles and contributions, not just big wins.
Burnout often comes when only outcomes are rewarded.

The Pause Moment Ideas



1. Try a “Well-done Wednesday” or “Gratitude Friday” ritual.
2. Ask: “What’s something you’re proud of this week?”
3. Create a “wins list” channel or wall.



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Your space to Pause & Reflect

Reflect on what resonated most and how you'll lead with well-being in mind.

The Pause Moment Ideas



- What surprised me today?
- What is one thing I'll do differently as a leader?
- What support do I need to sustain this?
- What feedback do I need to gather from my team?
- What well-being ritual can I introduce in our next meeting?

Claim your Free On-Site Massage



Boost your team's well-being and morale with a rejuvenating massage experience, on us!

Book a Well-being & WHS Assessment before **30th April 2025** and receive a complimentary 1-hour on-site massage treatment for your team.

Book Now: rachel@rachelwm.com.au

www.rachelwm.com.au/pause



Rachel WingMan
Triple Happiness Coach

"In a positive workplace culture, every employee feels valued, understood, and involved. It's not just about being part of a team; it's about being part of a family."

