

FOR PEOPLE MANAGERS · AFTER AND BETWEEN SESSIONS

# The Manager *Toolkit*

One page for the week after a Chakra Hours session: what to reinforce, how to talk about wellbeing naturally, and when to connect someone to professional support.

## After the session: *three small moves*

Whether a practice sticks depends less on the session and more on what your team sees you do in the following week.

**1 Name the practice in your team channel**  
Within a day or two, mention it by name: "I used the 90-second reset before my 3pm." One casual line from you makes the practice normal here.

**2 Open one meeting with 60 seconds of it**  
Pick one recurring meeting this week and open with a single minute of the practice: one slow breath cycle, a brief reset. Then start the agenda. No framing speech needed.

**3 Protect real breaks on the calendar**  
Block a no-meeting stretch for the team, and do not message people during it. A practice cannot land in a day with no gaps. Your calendar is the loudest message you send.

## Team prompts *that work*

Paste any of these into a team channel, or use one as a meeting check-in. Each invites reflection without putting anyone on the spot.

“ Did anyone try the reset from the session this week? No pressure, just curious what stuck.”

“ What is one thing on this week's calendar we could shorten or skip to make room for a real break?”

“ Where in the workday does your energy dip most, and what helps you come back?”

“ What is one small thing that made this week easier? Worth repeating next week?”

## Language to use, *language to avoid*

Keep it optional. Keep it normal.

| SOUNDS LIKE THIS                                                  | NOT THIS                                                                                                                      |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| ✓ "No pressure to use any of it. Keep what works, drop the rest." | ✗ "Everyone should be doing the daily practice."<br>A mandate turns a reset into a task. Optional is what keeps it working.   |
| ✓ "I have been trying the 90-second reset before tough calls."    | ✗ "You especially could use this."<br>Singling someone out feels like a verdict, not support. Share your own use instead.     |
| ✓ "It helps me switch gears. Results differ, and that is fine."   | ✗ "This will fix your stress."<br>Promises medicalize a practice. These are educational sessions, not treatment.              |
| ✓ "How are you doing this week, really? I have time."             | ✗ "Are you burned out? You seem depressed."<br>Diagnosing is not a manager's job. Ask openly, listen, and connect to support. |

## When it is *more than* workday stress

A wellbeing session helps a healthy team manage a demanding workday. It is not a substitute for professional care, and a manager is often the first person to notice that more is needed. Watch for these.

### Changes that persist

Weeks of low mood, exhaustion, or irritability that do not lift after time off or a lighter stretch.

### Withdrawal

Someone who has gone quiet, stopped joining, or pulled away from work and the team.

### Words that worry you

Talk of hopelessness, feeling trapped, or being a burden. Take it seriously every time.

**Your job is to connect, not diagnose.** You do not need perfect words about mental health. You need one honest conversation and a warm handoff to your EAP or a mental health professional, with the door left open.

### ONE WAY TO SAY IT

"I have noticed you have seemed flat for a few weeks, and I care about how you are doing. No pressure to share details with me. I want to make sure you know about our EAP, and I am glad to help you find the right contact."

Chakra Hours sessions are educational wellbeing programming. They are not therapy, counseling, or medical care, and they are never the answer to a crisis. If someone is at immediate risk, contact emergency services or the 988 Suicide and Crisis Lifeline.

**Also in your toolkit:** a monthly debrief summary arrives separately, a short read on how the program is landing and one practice worth reinforcing next.