

FITT PRESCRIPTION: LEADER CHECKLIST

Daily:

- Conduct quick one-on-one check-ins with team members.
- Maintain an open-door policy for spontaneous interactions.

Weekly:

- Hold team meetings to encourage open dialogue.
- Offer constructive feedback and recognize achievements.

Monthly:

- Organize team-building activities to foster community.
- Host wellness initiatives like stress management workshops.

Daily:

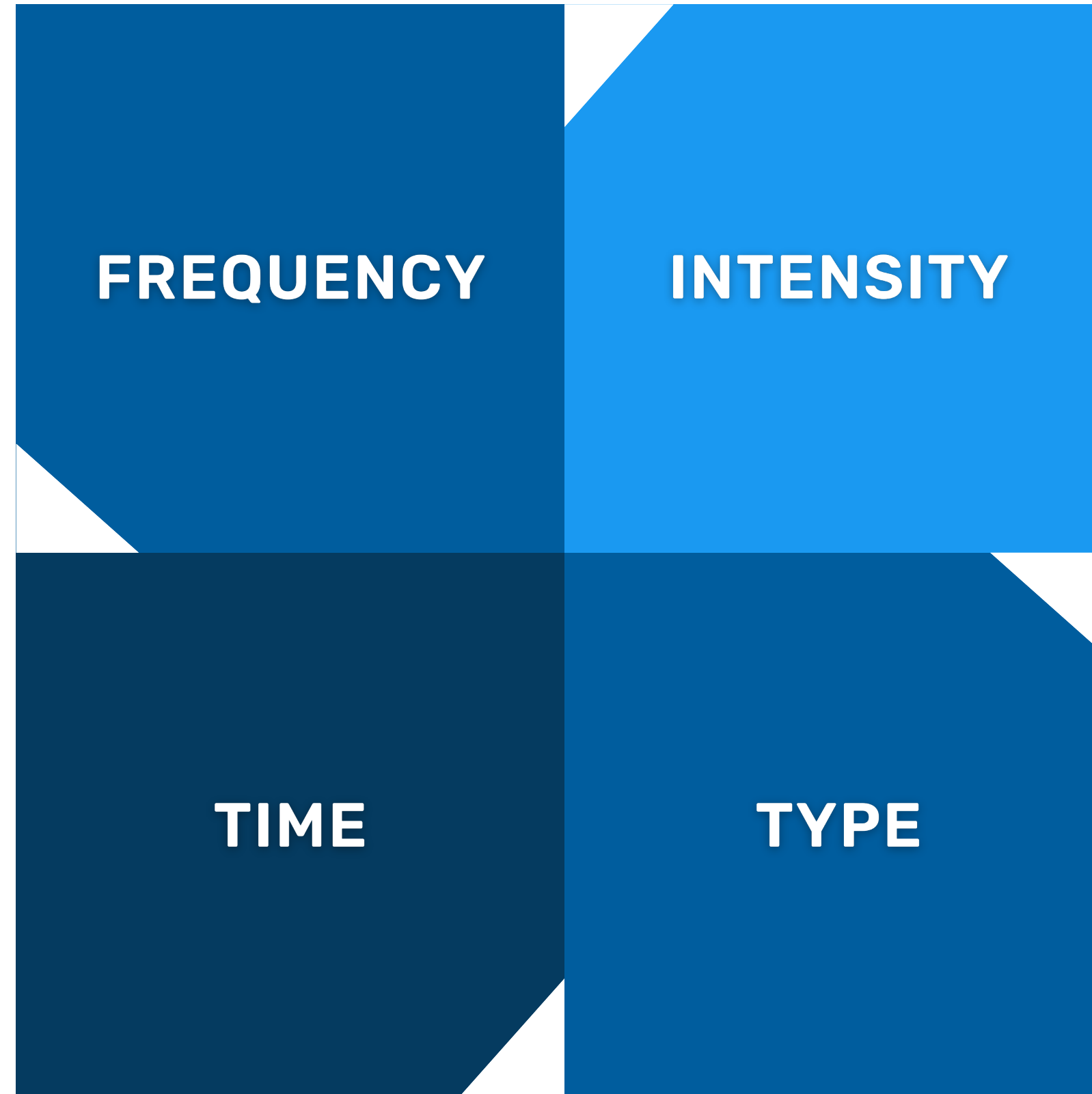
- Allocate 5–10 minutes per team member for check-ins.

Weekly:

- Set aside 30–60 minutes for team meetings or discussions.

Monthly:

- Reserve 1–2 hours for team-building activities or wellness workshops.



Meaningful Interactions:

- Build trust through empathetic listening and showing genuine interest in your team's well-being.

Supportive Leadership:

- Share personal challenges to encourage openness and vulnerability within the team.

Positive Reinforcement:

- Celebrate team members' successes and acknowledge their efforts regularly.

One-on-One Meetings:

- Personalize conversations to understand individual needs and aspirations.

Group Collaborations:

- Facilitate teamwork on projects requiring collective problem-solving.

Social Events:

- Organize informal gatherings, such as virtual coffee breaks or after-work outings, to build camaraderie.

FITT PRESCRIPTION: **EMPLOYEE** CHECKLIST

Daily:

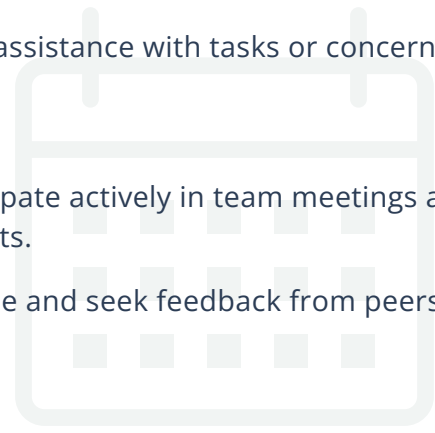
- Reach out to colleagues for supportive check-ins.
- Offer assistance with tasks or concerns.

Weekly:

- Participate actively in team meetings and projects.
- Provide and seek feedback from peers.

Monthly:

- Join team-building activities or workshops.
- Attend wellness seminars (stress management, work-life balance).



Daily:

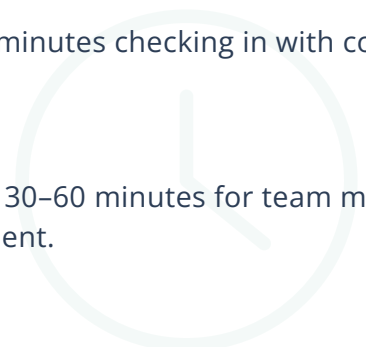
- Spend 5 minutes checking in with colleagues.

Weekly:

- Dedicate 30–60 minutes for team meetings and engagement.

Monthly:

- Reserve 1–2 hours for team-building or wellness activities.



FREQUENCY

INTENSITY

TIME

TYPE

Build Relationships:

- Connect with colleagues on a personal level.

Supportive Peer Relationships:

- Offer and seek help from peers regularly.

Positive Attitude:

- Acknowledge and appreciate team efforts.

One-on-One Conversations:

- Have personal chats to understand and support colleagues.

Group Collaborations:

- Engage in team projects that require collective problem-solving.

Social Events:

- Join informal gatherings (virtual coffee breaks or after-work events).

