

# Mindful Minute

The Mindful Minute provides myFolio faculty and staff with a quick way to reflect on their recent experiences at work by responding to two prompts and selecting a corresponding face that best represents how they are doing that day. Using the Mindful Minute Insights page, Folio admins and Supervisors can then review these responses, at both the individual and aggregate level, and determine appropriate follow-up.

## Why is this important?

Research tells us that our emotions and intuitive impulses can get in the way of our ability to make rational decisions. By pausing to reflect objectively on what's working and what's not working, and then articulating a strategy to overcome that obstacle, users are more likely to make a wise and informed decision when the challenge arises again.

Mindful Minute

Please complete a mindful minute after today's faculty meeting.

What are one or two successful strategies or ideas that you want to capture from today/this week?

What challenge did you navigate today/this week, and how might you approach it differently next time?

How are you today?

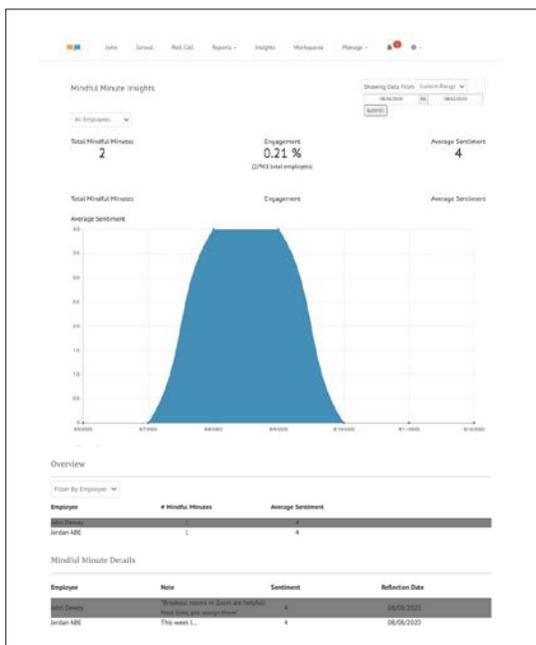
Five emoticon options: sad, neutral, slightly happy, happy, very happy.

## What's the process for using the Mindful Minute in myFolio?

The Mindful Minute feature asks users to reflect on two coaching prompts:

- ▶ What are one or two successful strategies or ideas that you want to capture from today/this week?
- ▶ What challenge did you navigate today/this week, and how might you approach it differently next time?

After responding to these prompts in the text field, users are asked "How are you feeling today?" and then shown a series of emoticons, from which they will select one that best represents their current state. Once an emoticon is selected, users then submit their Mindful Minute response.



## Using the Mindful Minute Insights page

The Mindful Minute Insights page allows Folio Admins to see aggregated responses, drill down to view individual Mindful Minute responses, and export data to CSV. From this page, Folio Admins are also able to use the "reach-out" function to generate an email to specific users who report a sentiment of 3 or below.

In addition to these individual reach-outs, Folio also recommends using the Mindful Minute Insight data as a way to identify and analyze trends over time.

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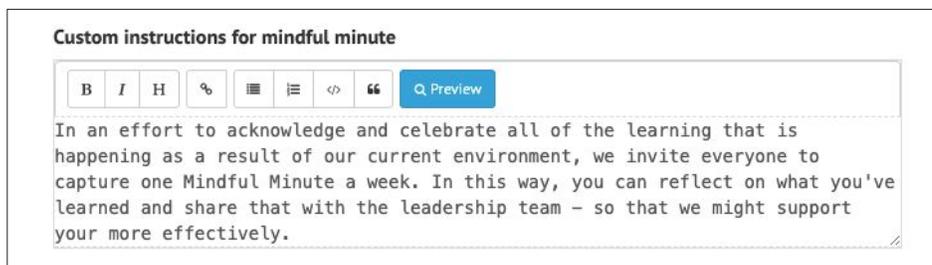
For example, when reviewing the average sentiment chart, first ask “Has a change occurred in the scores users are reporting over time?” If so, ask:

- ▶ Why has this change occurred?
- ▶ Are the variations to be expected or are they related to a particular event? (think about the specific response date)
- ▶ If the change (either positive or negative) appears to be related to a particular event, is there a need to follow-up?
- ▶ If there is a need to address the change, what does our follow-up look like?

## Customizing the Mindful Minute Header

Folio Admins have the option of customizing the Mindful Minute to include specific instructions to help frame this reflection exercise for faculty and staff.

- Using “Manage → Customizations,” Folio Admins can detail specific framing language for users.



## Tips for getting the most out of the Mindful Minute

The Mindful Minute encourages reflection and active problem solving, both of which are particularly important skills for faculty and staff to develop this Fall. In order to get the most out of this feature, we recommend that school leaders establish routines for using the Mindful Minute with faculty and staff and are intentional about reflecting and acting on the data.

- ▶ **School admins should encourage faculty and staff to complete the Mindful Minute regularly, on a predictable schedule. This might look like:**
  - Having users complete a weekly Mindful Minute - use the Task List to remind users to complete!
  - Using the Mindful Minute as an “do now” or “exit ticket” for faculty and staff before or following staff meetings.
  - Having users complete a daily Mindful Minute, especially for the first few weeks of school.
  - For a more interactive change-of-pace, and as a way to build trust, consider having pairs “interview” each other with the Mindful Minute questions before filling out their own responses.
- ▶ **School leadership team should make time to regularly review and action plan around the Mindful Minute data.**
  - Set aside time at the beginning of each School Leadership meeting to dig into the data.
  - Export the data as a .csv file or save as a PDF file, share with your leadership team, and have everyone respond using the “notice and wonder” framework.
  - Consider using a similar “teacher support” protocol to whatever structure your student support team uses, applying to teacher well-being the same tried-and-true tactics you use to look out for student social and emotional health.

The Folio Collaborative team understands the number of plans you have had to design this year. We are here to do this work alongside you. Let us help you create a concrete roadmap for strengthening your school’s approach toward professional learning. To discuss the new myFolio features, email us at [Members@foliocollaborative.org](mailto:Members@foliocollaborative.org).

