

Managing Place & Space: Navigating Time Off in Unique Ways, *Elective*

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TOPIC (S)	Mental health, wellness
SUMMARY	In this session we will discuss ways to experience time off while staying at camp. Together participants will strategize how to make time off meaningful, replenishing and restful.
GOALS:	Participants will leave with an understanding of what about time off is helpful for them and with ideas how to make time off as helpful as possible for them during the summer.
AUDIENCE:	Staff, group of any size.
TIMING:	75 minutes.
APPENDICES:	Time Off Menu Form, Time Off Menu Filled Out Example, Tips for Time Off Slides, Tips for Time Off Jamboard
MATERIALS NEEDED:	Participants should have something to write on and with.
SET-UP DETAILS:	Group should be able to sit in a circle if in person.

SESSION TIMELINE

75 Minutes Total

Introduction - 5 minutes

Discussion - 15 minutes

Tips for Time Off - 25 minutes

Creating Your Time of Menu - 20 minutes

Closing - 10 minutes

SESSION OUTLINE:

Introductions (5 minutes)

Facilitator introduces the session topic and leads the group in a round of introductions (name, pronouns, camp).

Facilitator suggests group norms and guidelines and opens an opportunity for input from participants. Guidelines and group agreements for the session, offer opportunity for anyone to add guidelines or to ask clarifying questions.

- Ask clarifying questions
- Self regulate and self care (ie it's ok to step away)
- Facilitator is available after
- It's ok to be raggedy
- Be mindful and intentional about what you share
- Privacy
- This is a judgement free space
- Use "I" statements

Discussion- 15 minutes

Identify: time off is critical in **preventing** and recovering from burn out. Let's start out by honoring and naming our fears and frustrations about that. Time off will look different for most camps this summer, being a closed camp and staff won't be able to physically leave camp for their time off. Facilitator to name, there are concerns about not being able to leave camp. It will be important to validate concerns and also write down some concerns that can be revisited during the tips section (name that those concerns will hopefully be addressed). Facilitator leads the group in a discussion of the questions below. "Work when there is work to do. Rest when you are tired. One thing done in peace will most likely be better than ten things done in panic... I am not a hero if I deny rest; I am only tired." - Susan McHenry (10 minutes)

- What do you find helpful about time off?
- Why do you feel time off is important?
- What are your concerns about not being able to leave camp for time off?
- What do you know so far that your camp is doing to help support staff and staff time off?

Personal Reflection- Have participants spend time for personal reflection writing on the following questions. The intention of these questions is to offer a way for staff to build self awareness about what is helpful for them with time off. This gives them a chance to recognize what ways they can support their time off needs this summer and also can circle back to these questions as the summer progresses. (5 minutes)

- What is your favorite way to spend a night or day off?
- What are the key components of that?
- What parts of that can you still capture without leaving camp?
- What parts will you need to find adaptations?
- What do you feel like after time off if it was helpful?

Time Off Tips - 25 minutes

This segment will explore tips and ideas for helping making time off while staying at camp meaningful through facilitator sharing and group sharing.

Facilitator shares the following points while guiding with slides (may be best to give a pdf of the slides to participants so they can take notes), giving participants a chance to take notes- making sure to allow space for any questions and discussion (15 minutes):

- **Self assessment for your needs for time off**- Learning self assessment of what you need for time off - it's important for staff to take time to check in with themselves and assess what they want/need to benefit from their time off, sometimes it will be helpful to plan ahead for how they'll use their time off and other times to assess the day of or right before - ideas for self assessment
 - What kind of mood am I in?
 - Do I need alone time or social time? Do I need both?
 - Am I needing lounging time?
 - What will be most helpful for me?
 - Do I need an activity?
 - Do I need unstructured chill time with peers?
- **Intentional physical and mental boundaries**- intentional boundaries will be really important - both in physical and mental/emotional form
 - Physical boundaries - go to a place if possible/necessary that you don't spend time at when you're "on" or if it's not a new space, find ways to refresh that space

- **Physical Space**
 - Spaces for staff - quiet space vs talking space
 - Dedicated time off space that only for nights/days off - is this something their camp is offering? If so, this will be really important to utilize that when they can
- **Get ready for time off:**
 - Changing clothes - changing clothes can signal that you're shifting gears and help you feel like you're transitioning to time off
 - Taking a shower
 - Organizing your stuff, putting everything from the day away
- **Take a break from "Camp Talk"** - Setting boundaries about talking about camp - we all need a break from talking about camp and we also need space to vent and process. It can be helpful, if sharing time off with other people, to set a boundary on how long you talk about camp and then consider taking time away from talking about camp so you can go into full time off mode (ie let's set a timer to talk about camp for 20 minutes and when it's over we take space from talking about camp)
- **Prepare ahead of time-** List of ideas of how to spend your time off to choose from- planning ahead at times can be valuable in ensuring you're using your time in a meaningful way and have ideas to refer to when you're feeling stressed/drained/overwhelmed
- **Honor your needs** - FOMO/JOMO - fear of missing out and joy of missing out - encourage participants to consider both of those frameworks when they are grappling with not wanting to miss out and also needing alone time
- **Create Rituals** to transition in to time off-
 - make up a silly song to ritualize transitioning into time off
 - a physical movement that you do every time before you go into time off
 - reflecting on the day and then setting intentions for time off (independently or with other staff)
 - if you'll be in the same space, leaving the space and then reenter the space with fresh eyes (notice something new or different)

Facilitator opens up the group for participants to share what tools have been helpful for them to navigate working/learning/living in the same space throughout the pandemic. This can be done on a jam board rather than sharing outloud to open up space for people to share in a different format. Allow time for participants to read other entries or share the pdfs with participants after the session. (10 minutes)

- What have been helpful ways to create spatial boundaries?
- What rituals have you used throughout the pandemic that you plan to use at camp for separating work and rest time?
- What types of supports and options does your camp already have in place for time off this summer that you think will be helpful?

Creating Your Time Off Menu - 20 minutes

Participants will use the time off menu template to independently create a list of time off activities they can do and categorize based on their needs through self assessment. Sometimes this can be helping in brainstorming to make plans ahead of time and sometimes that day or in the moment - it's important to allow space for flexibility and also to find a balance of accountability to use your time off in ways that feel helpful! There is an example of a filled out menu that participants can look at for inspiration and understanding. Encourage participants to use this for themselves at camp this summer and to consider sharing with other staff. (10 minutes)

Break participants into pairs or small groups to talk about their menus and strategize around any questions or stuck points. The facilitator can also circulate during this time to help support the groups. Prompt small groups to share with the group any helpful findings. (5 minutes)

Bring the entire group back together for small groups to share back if any group has any important revelations or things to share. This is also a final opportunity for the group to ask the facilitator any questions for some group strategizing. (5 minutes)

Closing - 10 minutes

Ask participants to share: What's clear and what's lingering?

Instruct participants: Right now, set one intention for time off this summer that you can put in your calendar to remind you a week into camp