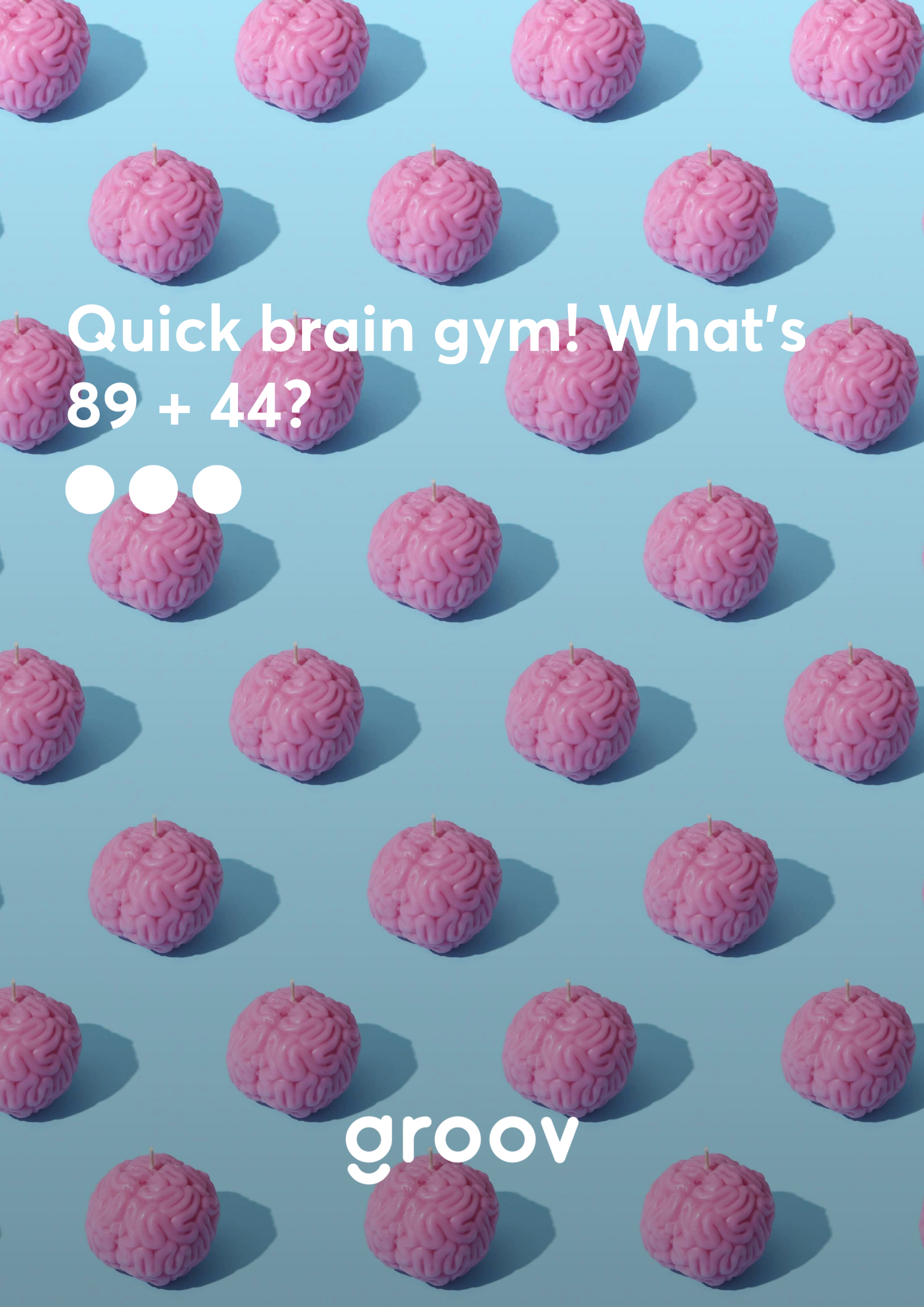


Leadership isn't
about your title –
it's about the
difference you
make every day.

groov



The background of the entire image is a solid light blue. Scattered across this background are numerous pink, brain-shaped candles. Each candle is a realistic representation of a human brain, with visible gyri and sulci. They are all the same size and color. Each candle has a small, thin wooden stick protruding from its top center, serving as a wick. The candles are arranged in a somewhat grid-like pattern but with some randomness. Each candle casts a soft, dark blue shadow onto the surface below it, indicating a light source from the upper left. The overall aesthetic is clean, modern, and visually striking due to the color contrast.

Quick brain gym! What's
 $89 + 44$?



groov



R

Reframe uncertainty as opportunity

Adopt a growth mindset that treats every risk as a learning shot

I

Imagine failure in advance

Ask the team: "It's six months later and the project failed - why?" List causes, then design safeguards

S

Speak and listen openly

Nurture psychological safety so people flag issues early

K

Keep scanning for weak signals

Stay curious and responsive to small indicators that things are going off course

R

Reduce anxiety into tasks

Shift worry (what might happen) to control (what we'll do) - if X then Y

E

Experiment safely and early

Test assumptions while stakes are low

A

Adapt with real time feedback

Keep learning loops short - Use a traffic light dashboard: green (on track), yellow (watch), red (act now)

D

Debrief and document

Conduct regular retrospectives and capture lessons ("what worked, what didn't, what could be done differently")

Y

Yoke learnings to future work

Extend insights into the next stage of the project

**Small actions.
Every day.**

**Make a
big
difference.**

Everybody better, every day.



**Culture
isn't just
what we say.**

**It's what we
do together
every day.**

**Big changes
can feel daunting.
But little actions
every day
add up.**

Making coffee?

Take a minute.

Sip. Enjoy.

No distractions.



GROWTH: Cultivate a growth mindset

By Dr Fiona Crichton, VP of Behaviour Science

G

Get comfortable with being wrong

Embrace mistakes as valuable opportunities to learn and grow. Being open to failure helps accelerate progress and fosters innovation.

R

Reconsider assumptions

Challenge limiting beliefs and preconceptions. Breaking free from fixed mindsets opens pathways for learning, growth, and new possibilities.

O

Opt for curiosity over being RIGHT

Approach situations with curiosity rather than defensiveness. Experimentation and openness to feedback drive better solutions and personal growth.

W

Welcome “good” criticism and dissent

Cultivate a network that provides constructive feedback. Differing opinions enhance creativity, decision-making, and performance.

T

Think outside the box

Avoid rigid thinking and explore innovative ideas. Techniques like “brainwriting” and playing offense against potential challenges foster originality.

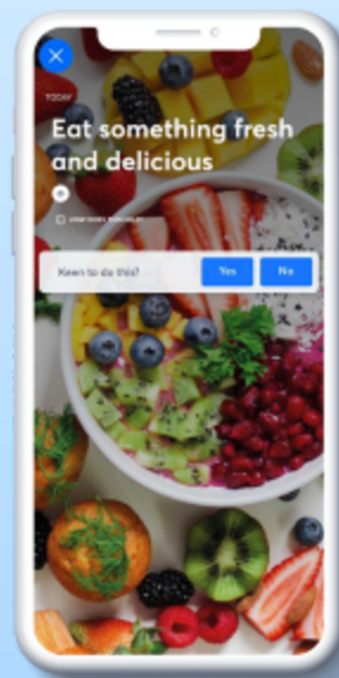
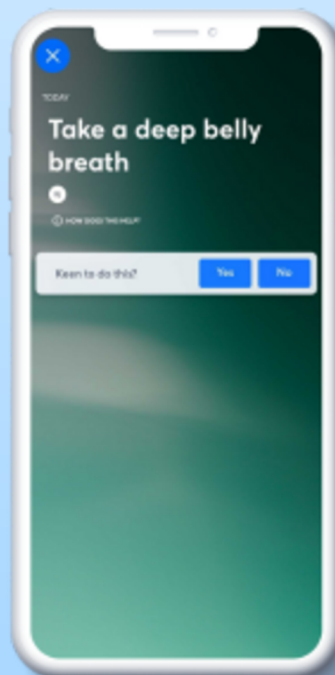
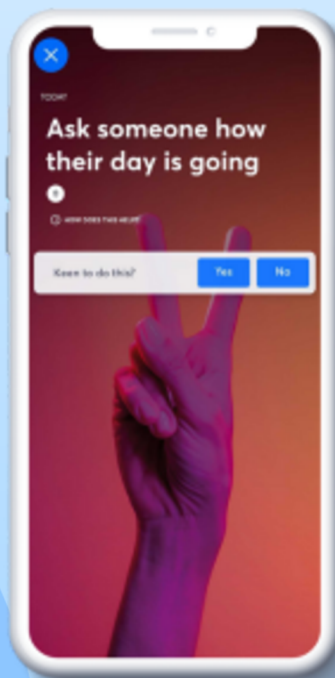
H

Harness the opportunity to change

Embrace challenges and uncertainty as growth opportunities. Staying adaptable and ready to pivot enables resilience in dynamic environments.

groov

Take a moment for you today.



Download the Groov app.



Find the 'sweet spot'



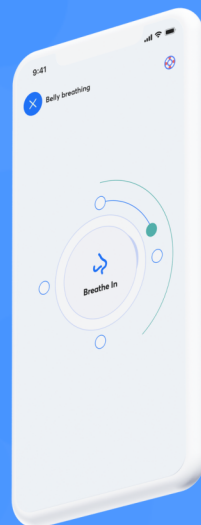
The Performance Care 'Sweet Spot' is when increased and sustained performance, engagement, and retention all align. This balance happens when employees are empowered to perform at their best while feeling genuinely supported by their organization. It's not about pushing harder or offering superficial perks—it's about creating the right conditions for long-term success.

groov

Recharge. Rebalance. Refocus.

**Managing your energy is just as
important as managing your time.**

Discover easy energy
management tips in
the Groov App.



The Power of **PACE**

P is for Pause

Take brief moments to recharge. Just 2 minutes of deep breathing can calm stress and refocus your mind.

A is for Acknowledge & Reframe

Recognise stress and see it as helpful. Shifting your mindset can improve performance and reduce anxiety.

C is for Celebrate Progress

Track and celebrate small wins toward your goals. It boosts motivation and keeps you on track.

E Emphasise Purpose

Remember your "why." Connecting your work to what matters most helps you stay energised and focused.

Active listening tips



Focus fully

Eliminate distractions and give the speaker your undivided attention. Show that you value their words.



Show you're listening

Use non-verbal cues like nodding, eye contact, and leaning forward to demonstrate engagement and understanding.



Reflect and clarify

Paraphrase what the speaker has said and ask clarifying questions to ensure you understand their message accurately.



Avoid interrupting

Let the speaker finish their thoughts before responding. This shows respect and allows for a more meaningful conversation.

**Get more communication
tips in the Groov app →**



Tips for getting enough exercise



Every movement counts. If you see an opportunity to move – be that getting off the bus early or taking the stairs – go for it. Everything counts. Even small amounts of movement can boost your mood.

Aim for 30 minutes of 'conversation pace' each day. This exercise should be brisk enough to elevate your heart rate and increase your breathing, but you should still be able to hold a conversation.



Exercise throughout the week. Aim for little and often, instead of squeezing all your exercise into one intense session. This way, you'll get the mental boost from exercise more often, too!

Enjoy your exercise! Choose types of movement that you enjoy. You'll be far more likely to stick to an exercise plan if you move in a way that feels good for you.



Get more exercise tips in the Groov app →



Try these things during the day to sleep better at night



Get natural light first thing in the morning. Early morning sunlight helps you sleep better at night because it regulates your sleep-wake cycle and encourages good sleep patterns.

Make time for movement during the day.

Physical activity during the day can improve your sleep, so try to make time for exercise – whether it's a walk, stretch, or team sport. All movement makes a difference.



Avoid too much caffeine. Try to stick to a reasonable amount of caffeine each day and enjoy it early on in the day. Try to avoid caffeine for at least six hours before bed.

Do a 'Worry Map'. Use the Worry Map tool in the Groov app to release worries throughout the day, clearing your mind for bedtime.



**Get more sleep tips in the
Groov app →**



Active listening tips

How to help others feel heard and understood

Show someone you're paying attention to them.

If life is all work and no play, you may start to feel stuck, resentful, and exhausted. Letting work bleed into every aspect of your life also puts you at greater risk of burnout. Setting boundaries can help you protect your downtime for things you enjoy.



Breaks

Taking breaks gives your brain a chance to rest, recuperate, and reenergise. Breaks of all sizes are important – this isn't just about taking long holidays! It's about getting into the habit of giving your brain and body a break multiple times a day.

Body

Looking after your body will help protect you from burnout. Sleep, diet, and exercise are key to keeping your stress levels under control. Try to go to bed at the same time each night, eat a nutrient-rich diet, and find time to exercise regularly.



Get more tips in the Groov
app →



Find your focus

If focus feels elusive, try one of these tips!



Make a list

Write down everything you need to do. Getting it out of your head and onto paper can calm your mind and help you figure out what to do now, next, and later.

Time blocking

Your calendar is your friend. Blocking time for tasks prevents you from flitting between them. Do one thing at a time, factor in breaks, and enjoy peace of mind knowing tasks have dedicated calendar time.



Meditation and exercise

Meditation and exercise strengthen your ability to focus. Try 10 bodyweight squats every hour, or a five-minute meditation break to focus on your breath, an object, or a phrase you repeat silently.

Assess your starting point

If you're tired or have more going on than usual, it's OK to adjust expectations. 'Pushing through' is counter-productive. Knowing when to stop or briefly step away can improve focus when you return to your task.



Set a deadline

If your task doesn't have a deadline, try setting one. Be realistic and watch out for 'Parkinson's Law', an adage which humorously states that work expands to fill the time allotted for its completion!

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The 5 Bs of burnout

By Dr Fiona Crichton, VP of Behavioural Science



Breathing

When you're stressed, your breathing gets shallow and short, leading to deeper anxiety. Learning to breathe deeply, especially in times of stress, is a great way to calm your nervous system and prevent burnout.

Boundaries

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Be kind (to yourself)

When you're kind to yourself, you're more likely to look after your wellbeing. Being kind to yourself often looks like going to bed early, eating nourishing food, giving yourself the rest you need, and practising kind self-talk when things get too much.

Active listening tips

How to help others feel heard and understood



Pay attention

Don't multitask – pause everything else you're doing and listen. Pay attention to vocal tone, posture, and non-verbal cues.

Use your senses

Tuning into your senses can help you stay engaged, especially if your mind starts to wander. What can you see and hear?

Don't rush to offer solutions

The most helpful thing you can do is listen. You don't have to solve things. Listening is often enough.

Ask for clarification

Check that you understand by asking relevant questions. This shows that you care enough to get it right.

Summarise

Repeat what they've said to you in a way that shows you've understood. Try not to add anything (judgements/opinions).

Get more tips in the
Groov app →



Put on your 'SCARF' to reduce stress

S

Set boundaries

When your energy is low or you feel overwhelmed, say no to non-essential requests that will add to your load.

C

Compartmentalise

Mentally step away from your source of stress for a bit. Give your mind a break.

A

Avoid living in an imagined future

Be where you are. The future is rarely as we imagine it, and we miss out on the now if we start projecting into the future.

R

Recharge

Set aside 'me time' every day. Yes, every day! Ask for help. Rest. Exercise. Eat delicious, healthy food. Do things that top you up.

F

Forget the shoulds

You are doing your BEST. Don't scold yourself for the things you should be doing. Remind yourself of all the things you are doing.

**Get more stress tips in the
Groov app →**



5 ways to recharge

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SPRING: Your toolbox for resilience

By Dr Fiona Crichton, VP of Behaviour Science

S

Self-kindness

Dial down your inner critic. Think about what you'd say to a friend in your situation and talk that way to yourself.

P

Perspective

All lives contain suffering. One of the keys to resilience is recognising that it might not be fair, but unfair things happen.

R

Reframing

Find a way to see the situation in a more positive light. That's really hard to do sometimes, but look for glimmers of light.

I

Identifying

What is in your control and what isn't? We can't change the past, but we can focus on small things within our control.

N

Nurturing

Take care of yourself. Eat well, take microbreaks, rest as much as possible, and reach out for support if you need.

G

Gratitude

Try to notice small good things throughout your day. This can help to rewire your brain for hope and optimism.

Create your BALANCE action plan

Note down some actions for each component

Breathe – take moments to pause and be in the moment. Choose actions that work for you.	
Attain perspective – is there another way to see this? Zoom out and look for the opportunities.	
Let go of the things you can't control – create an action plan from the things you CAN do.	
Acknowledge your emotions – check in with yourself regularly and note how you're feeling.	
Nurture YOU – top up, recharge, and have fun. Choose a balance of actions from the 6 Pillars.	
Centre on your WHY – what matters most to you right now? Stay connected to meaning and purpose.	
Embrace realistic optimism – acknowledge reality and believe in a better future. Make plans.	

Centre on your WHY - what matters to you? Stay connected to meaning and purpose. Note down the three things that matter most to you right now.	
Embrace realistic optimism - acknowledge your current reality and choose to believe in a brighter future. Make a plan to move forward and take action.	
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FIND YOUR GROOV



Discover tools for better balance, performance, and wellbeing!

Groov is an app in Slack packed with amazing features to help you feel great and do your best work.

- Download Slack
- Look out for Groov prompts
- Be into win amazing prizes!



Download Slack and get ready to Groov!

FIND YOUR GROOV



Discover tools for better balance, performance, and wellbeing!

Groov is an app in Teams packed with amazing features to help you feel great and do your best work.

- Find Groov in Teams
- Look out for Groov prompts
- Get ready to Groov!



FIND YOUR GROOV



Unlock your potential with tools for balance, performance, and wellbeing – all within Groov Anywhere on Microsoft Teams.

- Access Groov easily in Teams
- Boost your day with Groov prompts
- Elevate your performance with Groov

When Groov checks in, check it out. Your workday will thank you!



Put on your 'SCARF' to reduce stress

A large, bold, blue letter 'S' is centered within a light blue circle.

Set boundaries

When your energy is low or you feel overwhelmed, say no to non-essential requests that will add to your load.

A large, bold, blue letter 'C' is centered within a light blue circle.

Compartmentalise

Mentally step away from your source of stress for a bit. Give your mind a break.

A large, bold, blue letter 'A' is centered within a light blue circle.

Avoid living in an imagined future

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A large, bold, blue letter 'R' is centered within a light blue circle.

Recharge

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A large, bold, blue letter 'F' is centered within a light blue circle.

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Groov app →**



Asking RU OK?

When you want to ask but don't know how...



PREPARE

Take a moment to mentally prepare yourself for a potentially challenging answer. Put on your caregiver 'SCARF' for self-protection during the conversation.



ASK THOUGHTFULLY

Be brave and ask the question, dig a little deeper and be curious if you feel comfy; conversation starters could be:

- How are you? I've noticed...
- What's really going on for you?



LISTEN ACTIVELY

Listen, acknowledge, empathise, do not judge.

- Be patient, it's ok to be upset and authentic, but keep the focus on them, not you or your feelings



SHOW SUPPORT

Thank them for sharing, and go the extra mile by providing them with your presence e.g. sit with them at lunch, or take a walk around the block together.



CONNECT WISELY

Take the initiative and connect them to other equipped individuals e.g. family, friend, P&C, GP.



KNOW YOUR ROLE

Stay in your lane as the support person, do not go into problem solving mode!

Need Some Help?

Four words that may help if you are struggling



TIME

Give yourself time, time to hold on hour by hour, day by day. Harmful thoughts will pass.



SPACE

Give yourself space to breathe; just step away to breathe.



SELF-COMPASSION

Often we are too self-critical. Compassion is so important for our health.

HOPE

The first 3 words feed hope, and hope can get you through darkness.

Helpful Contacts

Phone Number

Need to talk? 1737	Free call/text 1737 anytime
Healthline	0800 611 116
Domestic Abuse Helpline – Shine	0508 744 633
Women’s Refuge	0800 REFUGE or 0800 733 843
Are You Ok?	0800 456 450
The Alcohol & Drug Helpline	0800 787 797
The Depression Helpline	0800 111 757 or free text 4202
PlunketLine	0800 933 922

Put on your caregiver 'SCARF'

Protecting yourself while supporting others

S

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