

Morning Routine for Managers



Before you open your inbox or the roster, take your own moment. A slow breath, water on your face, a genuine smile at yourself.

What did you notice in your own body before the day began?

Rung 1 of 10

Self First (Vagus Nerve Reset)



Morning Routine for Managers



If a call comes in before you've had your moment, an educator's called in sick, deal with the immediate fix quickly and simply. Then, before moving to anything else, come back and give yourself the regulation reset you missed.

What was the fire today, and did you circle back to reset yourself afterward?

Rung 2 of 10
When the Phone Rings

Morning Routine for Managers



As staff arrive, offer a genuine, specific greeting, something real you've noticed, not just "morning, busy day ahead."

Who did you notice today?

What did you say?

Rung 3 of 10
Notice Your Team

Morning Routine for Managers



Don't just tell your team to set up the hopscotch path or make the staffroom nicer, do it yourself sometimes. Steep a lavender tea from your own garden for the staffroom, or lay the hopscotch tape down before anyone arrives.

What did you set up or model today, and did anyone notice?

Rung 4 of 10
Model It Yourself

Morning Routine for Managers



Rung 5 of 10
The Welcoming Ritual

Smile, genuinely, at everyone arriving. Ask a real noticing question, the Daphne that's flowered, the sunlight through the mist, their new glasses, their favourite shirt.

Who did you notice today?

What did you ask them?

Morning Routine for Managers



When a parent arrives anxious, frustrated, or upset, settle your own body first, then meet them the same way your team meets a dysregulated child.

Which parent needed this today?

What did you notice in yourself before responding?

Rung 6 of 10
Regulating With Parents



Morning Routine for Managers



Check that pockets, zones, and heavy-work tools actually exist and are funded, not just expected. Your team can't offer what they don't have.

What did you check, fund, or fix today?

Rung 7 of 10
Resource the Room



Morning Routine for Managers



Rung 8 of 10
Check Your Assumptions

Before labelling someone as lazy, resistant, or difficult today, pause and ask: could this actually be nervousness, overwhelm, or a skill gap I haven't addressed yet?

Who did this apply to today?

What did you notice underneath the behaviour?

Morning Routine for Managers



Check in with yourself first, is today's roster pressure yours to solve alone, or genuinely outside your control right now?

What's genuinely within your control today?

What did you let yourself release?

Rung 9 of 10

Roster with What You Have

Morning Routine for Managers



Guard the 30 minutes your team needs to plan, reflect, and debrief together. Don't let it quietly get swallowed by admin or a busy roster.

Was reflection time protected today? If not, what took it?

Rung 10 of 10
Protect Reflection Time