

End of Day questions:

How are you feeling?

As discussed above, this question helps us identify and understand our feelings. It is important to recognise at the end of the day our feelings may have changed from the beginning of the day. Depending on what has occurred throughout the day our feelings and emotions can change and this question helps us check in with what is happening for us.

What was your highlight or achievement for today?

This question brings our attention to our day and what has occurred. Particularly in community or human services we can face quite complex or heavy situations and issues. This question helps us reflect on any positive or productive things that may occur. Highlighting this question with our clients can help with acknowledging their achievements and wins.

What is your self-care after this meeting or this evening?

This question is a key question to end our day especially as workers in the community services. This question reminds us to look after ourselves. We know that to provide the best service for our clients we need to feel safe and that we are looking after ourselves and our needs. Self-care is important to reflect on as individuals as we are all different and what is self-care to one person could be something that stresses someone else out.

Adaptations:

Staff and Clients are encouraged to adapt the toolkit to fit the circumstances, audience, and environment and explore different methods however what is key for a community meeting is that we address feelings, goals and support. Suggestions for adaptations to a community meeting could include:

- Changing the venue or doing the meeting outside with clients
- Using an item such as a talking stick with symbols for each question as a reminder
- Using different modes such as email and zoom, especially during periods when we can't meet face to face
- Introducing community meetings to new clients, staff and stakeholders to the organisation