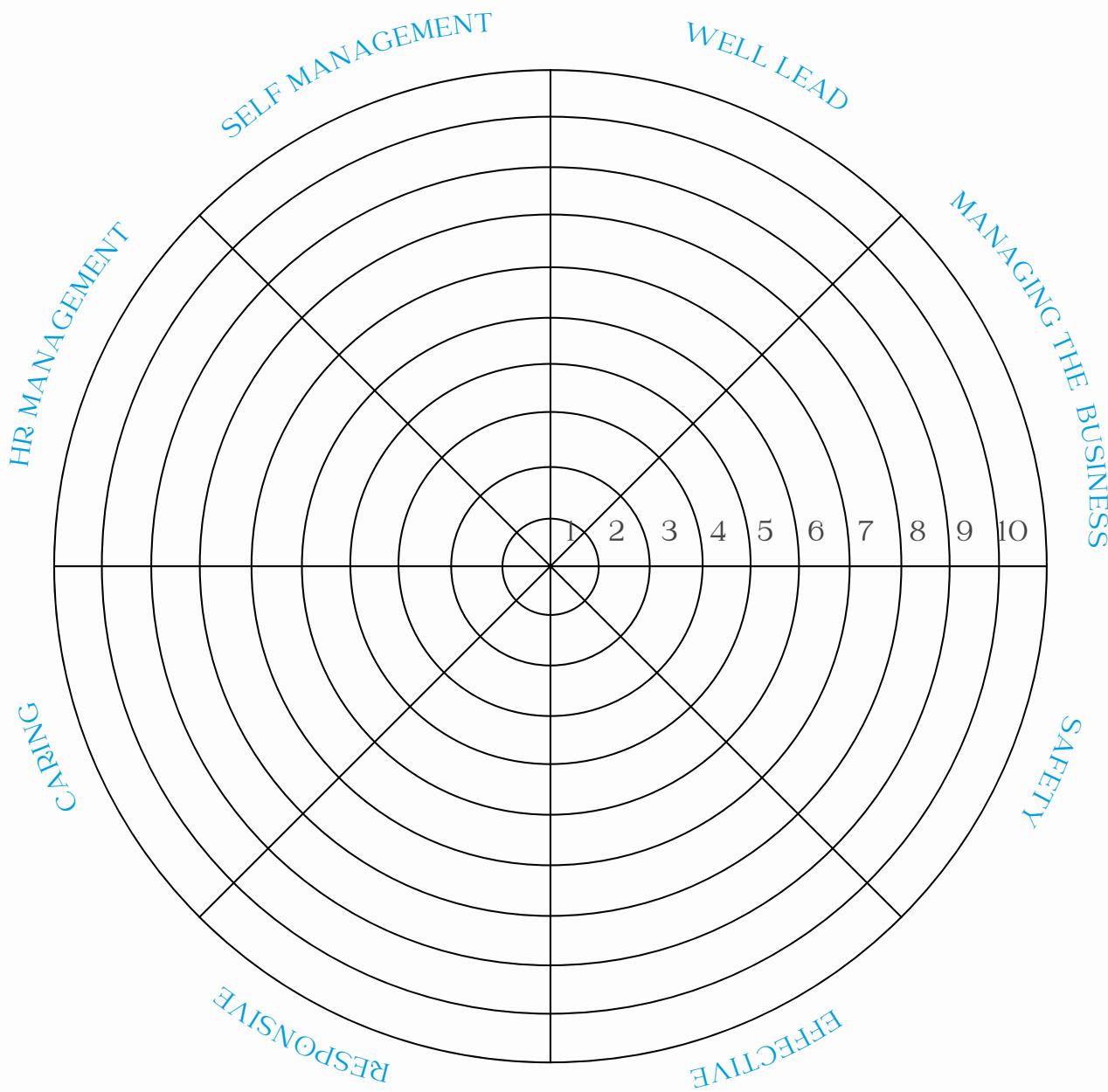
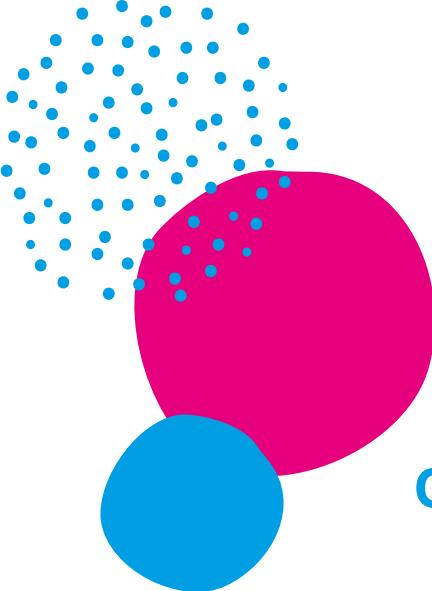


REGISTERED MANAGER WHEEL OF LIFE

THE WHEEL OF LIFE IS A TOOL THAT HELPS YOU BETTER UNDERSTAND
WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED.
USE THE 8 CATEGORIES OF RESPONSIBILITY BELOW AND RATING THEM
FROM 1 - 10





THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

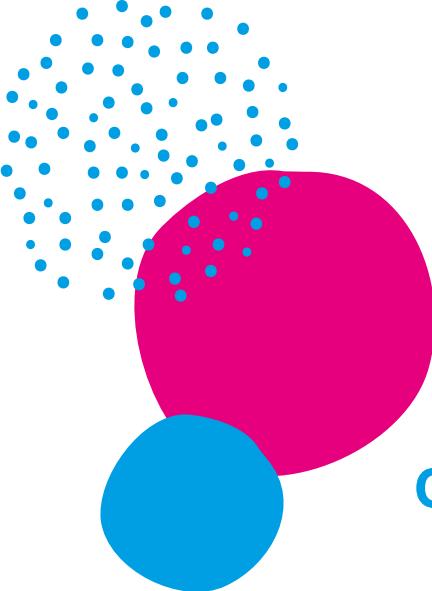
STEP 1 GETTING TO KNOW THE WHEEL

When life gets busy, or all your energy is focused on a specific project or specific area of management within your care home, it is often easy to find that your working pattern is off balance and that you are concentrating on one or two areas and not paying enough attention to others.

If not managed, this can lead to frustration and intense stress and the potential risk that overall quality in your care home may fall.

That's when it's time to take a "helicopter view" of how you are managing, so that you can bring things back into balance.



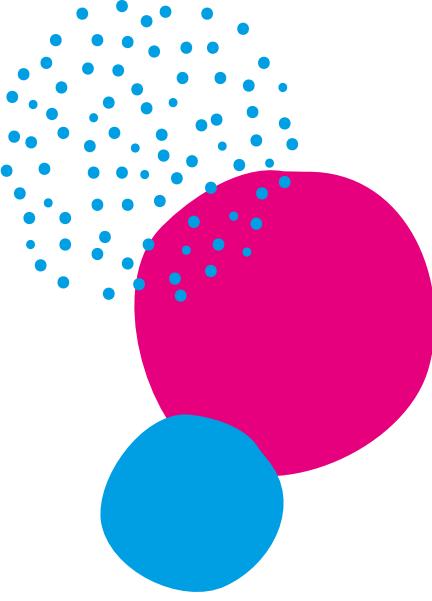


THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 1 GETTING TO KNOW THE WHEEL

This is our variation on the Life Wheel, the tool often used by professional life coaches to help people review each area of their life and assess what's off balance.

Using this approach to review key aspects of your role as a manager will help you to identify areas that may need more of your attention as well as areas that are getting too much attention.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 1 GETTING TO KNOW THE WHEEL

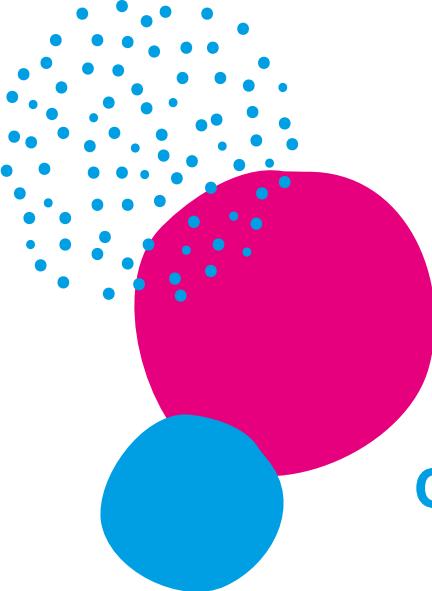
The Registered Manager's Wheel of Life is intended to help you identify how, as a manager you spend your time and how satisfied you are about those different parts of your role.

This self-reflection exercise helps you clarify how you manage the different responsibilities you have and where you are satisfied and where you may be not quite as content.

Every slice of the pie represents a work category.

Each of these slices can be assigned a value of 1 very bad where you struggle and feel you never seem to have it under control to 10 very good where you are satisfied that you have it cracked and you feel on top of this area of managing your care home.

The value of 1 is closest to the centre of the circle and the value 10 is at the edge of the circle. After filling it in, a kind of spider web is created and it is possible to see at a glance what categories score less and what the work life satisfaction at the time you complete it.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 1 GETTING TO KNOW THE WHEEL

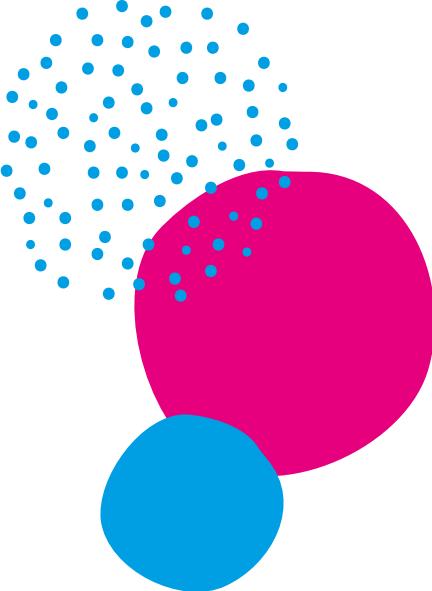
By completing the wheel as honestly as you can you find out what is going right and which parts may need more attention.

The more extreme the number, the more improvement that category could use. Remember, that this can change and some people use this tool on a regular basis so that you can readily see where you may be off balance.

When filling in the Registered Managers Wheel of Life, it does not matter where you begin or with which category.

Plot your scores and remember there is no right or wrong it is accuracy on how **you** feel that we are looking for.





THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 2 REVIEW AND RANK YOUR PERSONAL WHEEL

Now it is time to Consider each area in turn, write down the amount of attention you're devoting to that area of your life. Mark each score on the appropriate spoke of your Life Wheel.

Here are some tips to help you complete your wheel

Tip 1 Think trajectory rather than status.

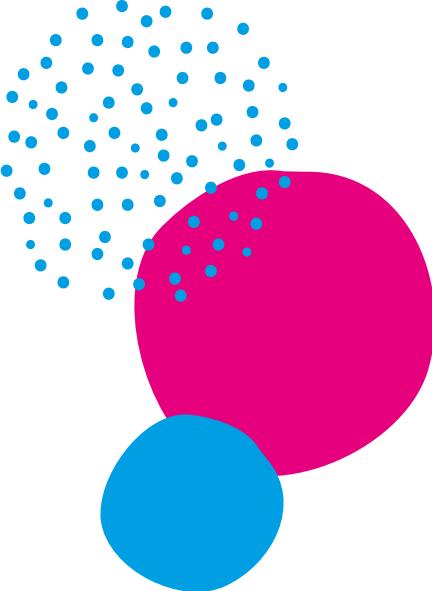
Ask: "How satisfied am I with the progress I'm making in this area?"

You could be working on a recruitment strategy as you have a number of vacancies, but if you feel like you are moving steadily in the right direction, it might score an 8 out of 10. Equally, if you feel you are not recruiting effectively and vacancies remain unfilled you might score yourself a 2 out of 10.

Tip 2 Trust your instincts.

Spend no more than 10-20 seconds scoring each area. Print off a couple of templates and use a pencil, then, when have completed you're first assessment, review the overall picture to check it still feels right and correct it as needed.

Tip 3: Use the new 5 key questions set out in the new CQC single assessment framework to help you.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 2 REVIEW AND RANK YOUR PERSONAL WHEEL

Tip 4 Reviewing and Reflecting how you spend your time and energy on each of the areas thinking about both the positive and negative feelings associated with each area:

Do you struggle with performing aspects of this area

Do you find you spend a lot of time thinking, planning and working on a specific area, is this effective use of your time

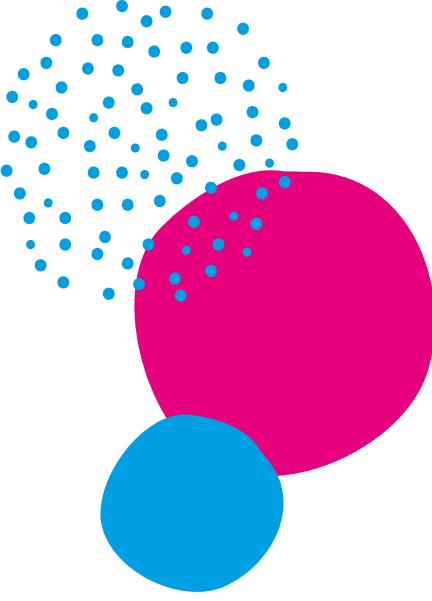
Do you feel you lack certain skills and so avoid it when you can or do you spend a disproportionate amount of time to compensate for your skill set

Does your confidence level affect how you perform in this area

Have you found yourself delegating to others but then failing to check up because you lack confidence

Does a certain area fill you with anxiety making you feel stressed and wanting to avoid it

Do you always find yourself going to a certain aspect of your role because you enjoy it, does this result in positive outcomes



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 2 REVIEW AND RANK YOUR PERSONAL WHEEL

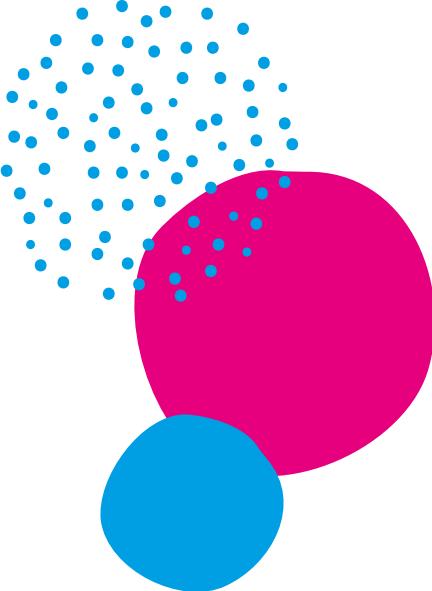
Tip 5 review all the eight dimensions of the registered managers life equally.

Managing the Business – marketing; finance; property management; supplies and equipment.

Safety – Learning culture; Safe systems; pathways and transitions; Safeguarding; Safe environments; Safe and effective staffing; Infection prevention and control.

Self Management – self development; reflective practice; managing your health and wellbeing.

Effective – Assessing needs; Delivering evidence-based care and treatment; How staff, teams and services work together; Supporting people to live healthier lives; Monitoring and improving outcomes; Consent to care and treatment.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 2 REVIEW AND RANK YOUR PERSONAL WHEEL

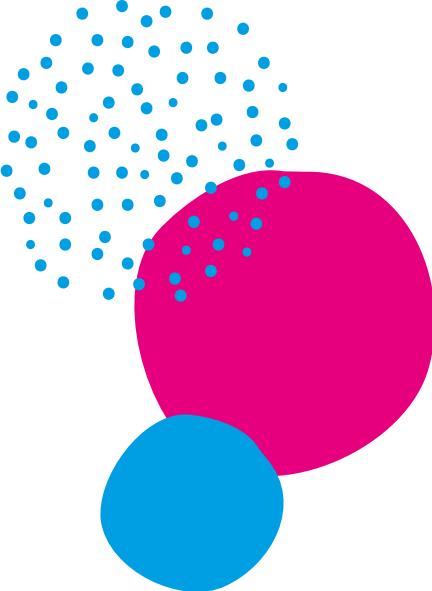
Tip 5 review all the eight dimensions of the registered managers life equally.

Well Lead - Shared direction and culture Capable; compassionate and inclusive leaders; Freedom to speak up; Workforce equality; diversity and inclusion; Governance; management and sustainability; Partnerships and communities Learning; improvement and innovation; Environmental sustainability - sustainable development.

Responsive - Person-centred care provision; integration and continuity; Providing information; Listening to and involving people; Equity in access Equity in experience and outcomes Planning for the future.

Caring - Kindness; compassion and dignity; Treating people as individuals; Independence; choice and control; Responding to people's immediate needs; Workforce wellbeing and enablement.

HR - performance management; recruitment and retention practices; engagement and communication; personal development.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 3 REFLECT

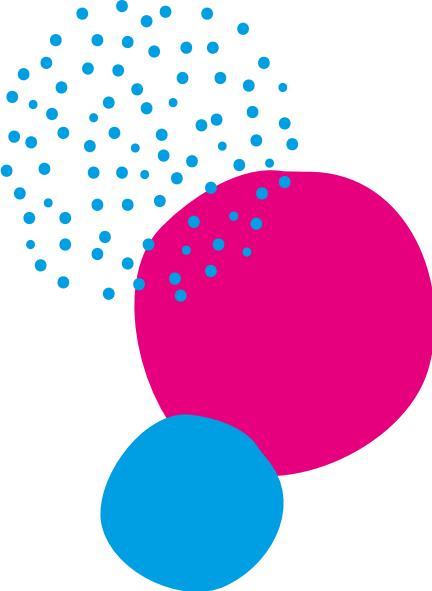
After filling in all of the scores, The Wheel of Life is completed. The spider web now shows any surprises, peaks and drops or regularity.

With scores from 8 to 10 you are very satisfied in a specific category. It is important to ensure that this is maintained and appreciate that improvement in this area is always possible.

With scores from 5 to 7, you are reasonably satisfied with a category, but there is definitely a chance for improvement and to achieve goals.

Scores from 1 to 4 show that someone is not happy at all about this particular area. You have to find ways to improve the satisfaction here.

Nevertheless, such scores provide plenty of opportunities.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 3 REFLECT

Often, it has been forgotten that this is possible, and therefore it is good to consider this. The following questions can be useful for this:

Why did you give yourself such a low score on this category?

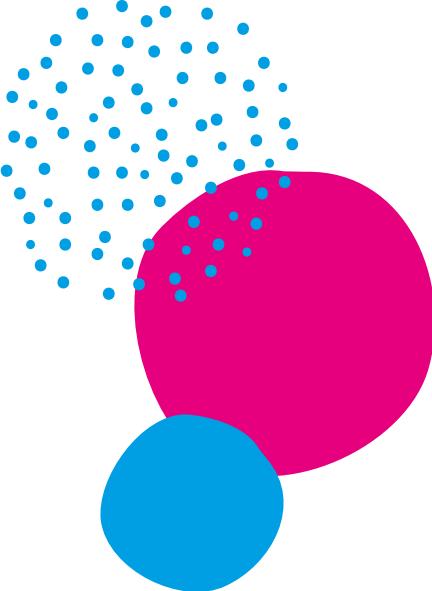
What is the ideal score for each category?

What score do you want to achieve after a month, after 3 months, after 6 months and after a year?

Which categories scored less?

Which categories are of individual importance to be able to achieve balance?





THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 3 REFLECT

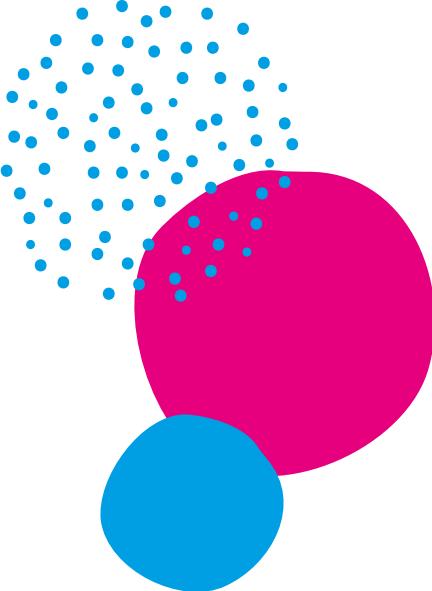
The completed Wheel of Life is an individual starting point and can be skewed or balanced in appearance. Of course, it is easy to be extremely satisfied with one category, but what else should happen to the other categories?

Remember each score does not necessarily reflect your direct input, it may be that you would score an area low if you reviewed in in respect of your actual personal input, but it may be that you have a team member who manages that aspect and you are happy with the quality output.

For example, if you spend all the time and energy on aspects of HR, that may have an effect on how much time you can spend on other areas which may compromise quality in a specific area.

By looking at all aspects and ensuring that they are all connected, the balance can be found in life as a Registered Manager and the effect that will have on your care home.

The key is to find the balance and that is exactly what this method is about.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 4 ACTION

On the basis of the earlier steps, the Wheel of Life can be put into motion.

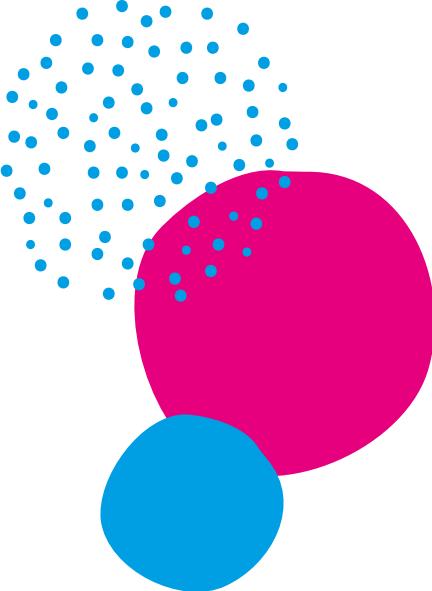
This step is to build your own personal development plan and set your goals for each area. Set goals specific to each of the categories of the wheel so you can keep them focused and make these SMART goals, so they are effective. By setting goals that you can definitively say that you achieved or missed, you will be able to track progress and show improvement.

The visual image of the filled in wheel can directly indicate where any steps need to be taken to find more balance.

Now you can ask yourself which specific actions are needed to improve a category. Incorporate these into an action plan.

Your action plan can include personal development, training for staff, planned development for staff which may include upskilling individual staff to help you in certain areas where you have found you spend a disproportionate amount of time.

Remember, this is your wheel of life and your action plan.



THE 4 STEP REGISTERED MANAGER WHEEL OF LIFE

STEP 5 REPEAT

Revisit the Wheel of Life often

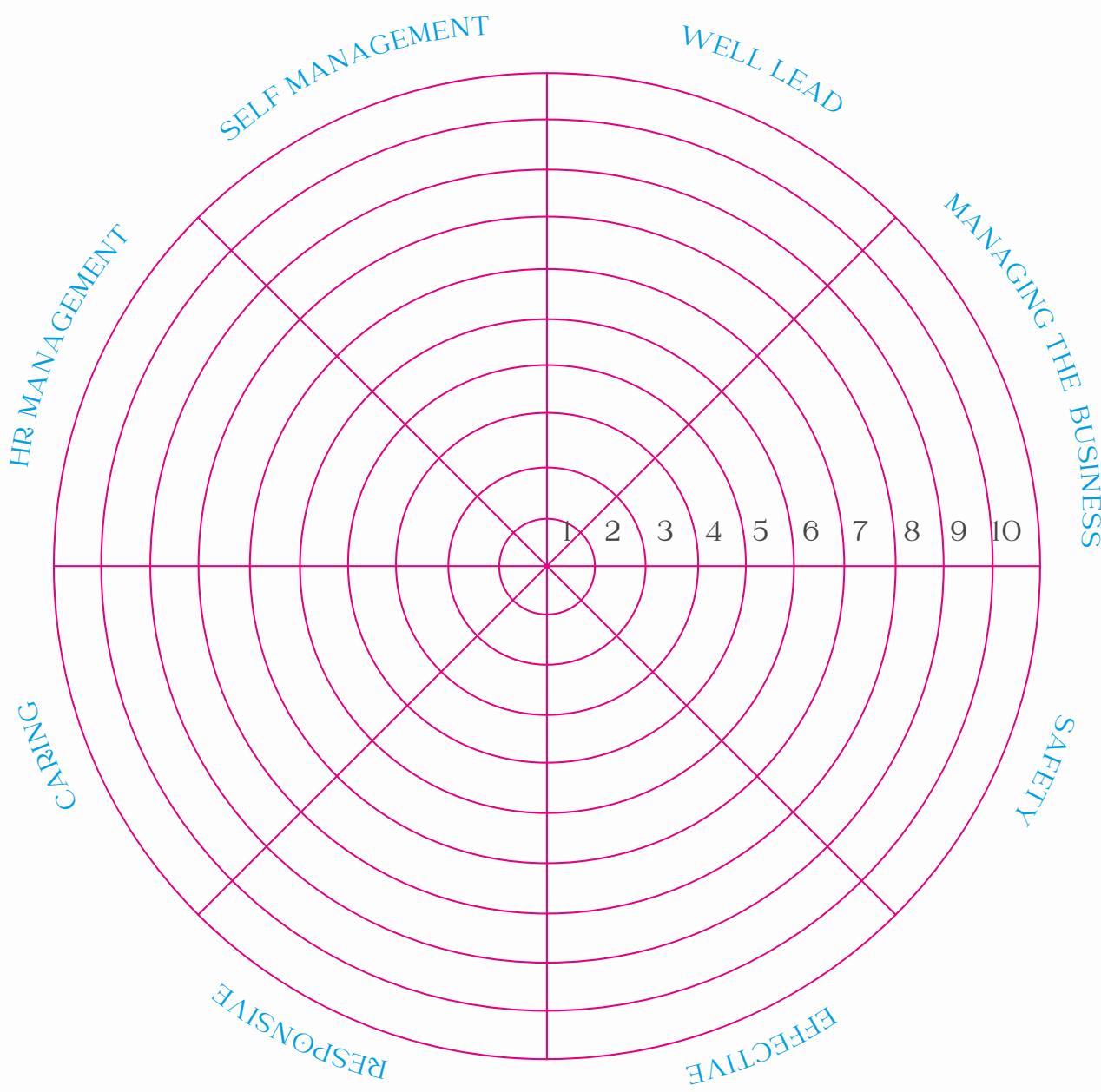
While the Wheel of Life can be insightful the first time you use it, the real value comes from making it a practice.

Check back on yourself regularly over time and give new scores.

You can save and compare your wheels to see what is changing in your life as you implement your plans.



date completed _____



date completed _____

