

Reflections on a 4-Day Work Week

Before you decide to try a 4-Day Work Week in your organization, we recommend taking some time as a leader and as a staff team to reflect on some of the reasons you may want to adopt this way of working, what you're hoping to get from it, and what are some challenges or fears you may hold.

This document includes some reflection prompts for both leaders and staff members to consider before you jump into this practice (or try to).

Sample Reflection Prompts for Leaders

Below are some sample reflection prompts that we suggest you ask yourself as a leader before proposing a 4-Day Work Week to your team and your board:

What are some expectations I'm holding around this (re: how it will work, what benefits we'll see, etc.)?

What are some concerns I have for how this will impact the team and our work?

What is the purpose of this? Why do I / we want to do it?

What results or benefits are we hoping or expecting to see?

How will the organization measure productivity?

What do we want to measure?

What support will employees need to make this pilot a success?

What support will I (the leader) need to make this pilot a success?

How long should the organization run this pilot?

**Are there any legal concerns we should be aware of?
Funder concerns?**



Sample Reflection Prompts for Teams

Below are some sample reflection prompts that we suggest you have your team members reflect on and host a meeting coming prepared to share reflections and create group agreements around.

What are some expectations I'm holding around this (re: how it will work, what benefits we'll see, etc.)?

What are some concerns I have for how this will impact me and my work? Impacts to the the team and our work?

Which days or hours should we take off?

Should we work four eight-hour days, or reduced hours on five days?

How can we keep the change from negatively impacting our clients, customers, and other stakeholders?

What steps can we take to increase our productivity?

How will we share our ideas for process improvements with one another?



What's Next?

After you and your team have reflected on these prompts (or others that are unique to you and your organization) we recommend coming together as a team to discuss what came up for you to help inform your decision and your proposal - if it still feels like the right idea for you to move forward.

Below are some examples of discussion prompts to guide this conversation:

What are you excited about? What are you nervous about?

What are some Easy Wins or quick decisions we can make?

Are there things that came up in our reflections that we should unpack?

What are some assumptions we're holding?

