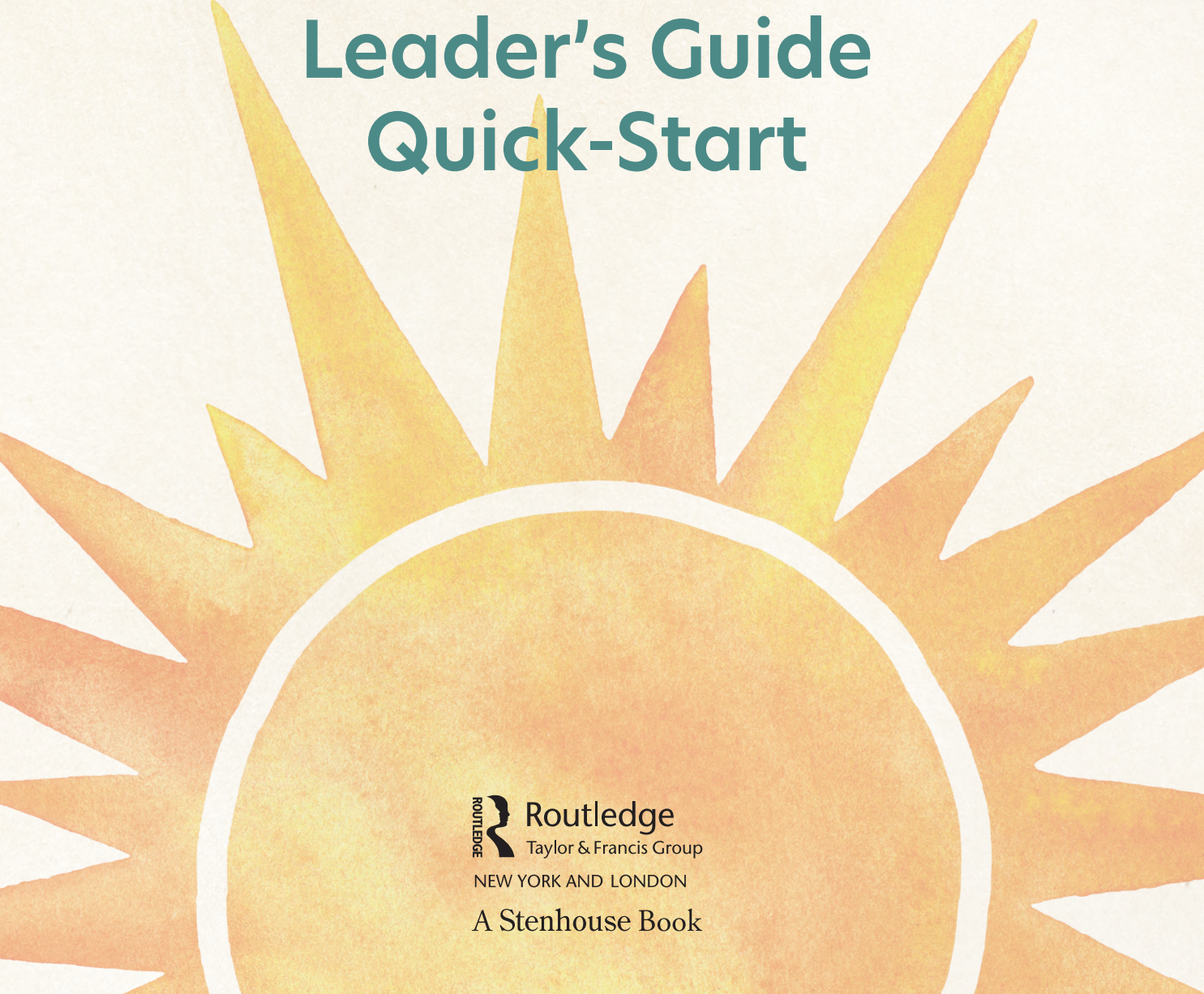



CAROL MOEHRLE & GAIL BOUSHEY

# DAILY SPARKS

Leader's Guide  
Quick-Start



 **Routledge**  
Taylor & Francis Group  
NEW YORK AND LONDON  
A Stenhouse Book

Dear Leader,

We're deeply grateful for the work you do—leading, supporting, and caring for the people who make schools thrive. This guide was created with you in mind, to walk beside you as you bring *Daily Sparks: 180 Reflections for Teacher Resilience* to life in your school community.

Your leadership sets the tone for care and reflection. When you bring *Daily Sparks* to your staff, you offer moments in the day to pause, breathe, and reconnect with purpose. These small pauses remind everyone that their work matters and that they are supported in doing it well.

Everyone in a school contributes to the heartbeat of learning—teachers, instructional assistants, office staff, cooks, bus drivers, custodians, and administrators. Each person carries responsibilities, cares deeply for students, and plays an essential part in the life of the school. Every one of them deserves time to feel supported, valued, and renewed.

Resilience grows from small, steady actions that restore balance when the day feels full. It lives in calm moments that invite courage during change and in noticing the joys that remind us why we chose this work.

When we nurture resilience, we strengthen ourselves and each other. Every pause, every deep breath, every choice toward optimism builds a culture where kindness, reflection, and encouragement flourish.

The book highlights six traits that help this growth—**Balance**, **Calm**, **Change**, **Happiness**, **Optimism**, and **Positivity**. Each reflection offers a simple reminder to pause and reset. Shared together, these Sparks create connection. A single Spark becomes a conversation; a conversation becomes culture. That shared culture sustains a thriving, resilient community.

This Leader's Guide offers easy ways to weave Sparks into your daily and weekly rhythms:

a **weekly email** that lifts spirits and keeps resilience in view,

a **one-minute reflection** to open a meeting with calm and gratitude,

a **Pause & Reflect** milestone to celebrate growth along the way.

Inside are examples, prompts, and ready-to-use messages—resources you can adapt to fit your community. Some weeks you may share a reflection together; other times, a brief note or hallway conversation may be the perfect spark.

Leadership in this work is about presence—showing up with care and intention. As you model that presence, your staff will feel seen and supported, reminded that their well-being matters. Over time, these small, intentional pauses build a culture of care and connection—one that strengthens every individual and the entire school community.

Begin wherever you are. Keep the conversation alive. Let this guide be your companion whenever you need words of encouragement or a spark to share.

With gratitude and admiration,

*Carol and Gail*

# LEADER'S GUIDE QUICK-START OVERVIEW

## HOW TO BRING SPARKS TO LIFE IN YOUR SCHOOL COMMUNITY

### 1. Introducing Daily Sparks and Setting the Tone

When you introduce *Daily Sparks: 180 Reflections for Teacher Resilience* to your staff, begin from the heart. Share why you chose this book and what you hope it will nurture in your school community.

You might say something like:

“This year, I want us to give ourselves permission to pause—to take a breath and care for our own well-being. We give so much to our students every day, and *Daily Sparks* offers us a small way to fill our own cups too.”

Explain that the book centers on six simple traits—**Balance**, **Calm**, **Change**, **Happiness**, **Optimism**, and **Positivity**—each one a spark to help staff reflect and reset. Emphasize that this is not one more task; it’s an invitation to slow down, notice, and renew.

Then share your plan and your commitment:

“Throughout the year, I’ll be sending short emails, sharing reflections in staff meetings, and celebrating milestones together. I invite you to join me in noticing these Sparks and sharing them with one another. My hope is that these small moments help us support each other and stay grounded in what matters most.”

As you close the introduction, invite everyone to open their *Daily Sparks* book and take a moment to look through it together.

Point out the opening pages that describe the six traits of resilience and how each trait includes a simple action and space to reflect. Encourage staff to begin right away—perhaps by reading the first Spark together or choosing one that speaks to them today.

You might end by saying:

“Let’s begin our journey today. Take a moment to find a Spark that speaks to you. Read it quietly and notice what it brings up for you. Then, as we move through our days, let’s look for chances to share these Sparks—with each other, with students, or even in a quiet moment of reflection.”

This first shared experience reminds staff that *Daily Sparks* isn’t something to save for later—it begins here, today, with a single reflection and a shared intention to care for ourselves and one another.

## 2. Keeping the Sparks Alive Throughout the Year

Once the book is introduced, your role shifts to helping it stay visible—through brief, consistent reminders and shared moments of reflection.

### A. Weekly Encouragement

#### Send a Weekly Email

Choose one Spark that speaks to what your staff is experiencing. Summarize it in a few sentences or use one of the ready-made notes in this guide. Add a warm prompt such as,

“This week, notice one moment that brings calm to your day.”

End with a reflective question they can carry through the week.

These short messages keep resilience within reach and remind staff that reflection is part of growth.

### B. Monthly Connection Points

#### Start Staff Meetings with a Spark

Open each meeting with a short reflection from the book. Invite a few voices to share what resonates or what moments of balance or optimism they’ve noticed.

Encourage jotting small notes in the book to mark progress and growth.

These few minutes create calm and connection before diving into logistics.

### C. Partnering for Support

Invite staff to find a “Sparks Partner”—someone to check in with occasionally for encouragement or reflection.

Share your own reflections, too, to model openness and presence.

A simple hallway comment like, “*That Spark yesterday really hit home for me,*” keeps the practice authentic and alive.

### D. Celebrating the Journey

#### Pause and Reflect Together

Use the milestone pages—Day 25, 50, 100, and 180—as built-in celebration points.

Send a short message like,

“We’ve reached Day 50—thank you for showing up for your students and for one another.”

Invite staff to share Sparks that meant the most to them or how their outlook has shifted.

These celebrations reinforce progress and joy, turning individual reflection into collective strength.

**Remember:** Leading with *Daily Sparks* is about creating gentle, meaningful pauses that remind your team their well-being matters. Through your consistency and care, resilience becomes a shared culture—one that sustains every person in your community.

*Small steps. Shared reflections. Lasting resilience.*

## LEADER'S LAUNCH EMAIL TO STAFF

**SUBJECT: LET'S BEGIN OUR DAILY SPARKS JOURNEY TOGETHER**

Dear Team,

Thank you for the care, energy, and heart you bring to our school every single day. You pour so much of yourself into students, families, and one another—and I want us to have space to pause, reflect, and care for ourselves, too.

That's why we're beginning this journey with *Daily Sparks: 180 Reflections for Teacher Resilience*. Each short reflection in this book is a small moment of encouragement—a spark to help us slow down, breathe, and reconnect with the purpose behind our work.

You'll notice the book highlights six traits that help us strengthen our resilience: **Balance, Calm, Change, Happiness, Optimism, and Positivity**. Each Spark includes a simple action and a space to reflect, so you can personalize what each idea means for you.

Throughout the year, I'll be sharing Sparks in short weekly emails, during staff meetings, and at milestone celebrations. These are gentle reminders that your well-being matters—and that we're in this together.

To start, I invite you to open your *Daily Sparks* book and spend a moment with one reflection today. Choose a Spark that speaks to you, and carry its message with you through the day. Notice how it shifts your thinking or helps you find a small moment of calm.

Thank you for joining me in this. Together, we'll nurture a culture of support, reflection, and optimism that sustains us all year long.

With appreciation,  
[Leader's Name]

*Small steps. Shared reflections. Lasting resilience.*

# LEADER'S REFLECTION JOURNAL PAGE

## FOR YOU—THE LEADER WHO LIGHTS THE WAY

This page is just for you.

As you guide others in building resilience, take time to pause and reflect on your own journey. This page is designed as a simple, reusable template you can print or revisit regularly—an opportunity to notice your growth, honor your efforts, and reconnect with purpose.

Use these prompts whenever you need them: weekly, monthly, or anytime the weight of leadership feels especially present.

### Check-In Questions

- ◆ What's one way I practiced balance this week?
- ◆ When did I feel most calm, and what helped me find it?
- ◆ What recent change has stretched me, and what have I learned from it?
- ◆ Where did I experience happiness in my leadership this week?
- ◆ How did I show or model optimism for my staff?
- ◆ What's one way I chose positivity, even when things were difficult?

### Small Wins & Gratitude

- ◆ A moment I'm proud of this week was...
- ◆ A colleague who encouraged me was...
- ◆ One thing I'm grateful for in my role today is...

### Looking Ahead

- ◆ What's one resilience practice I want to focus on in the coming week?
- ◆ Who can I reach out to for encouragement or perspective?
- ◆ How will I model resilience for my staff in the days ahead?

### Closing Reflection

Leading with resilience begins with awareness—with noticing, pausing, and choosing growth throughout the journey. Each reflection strengthens your own sense of balance and calm while deepening the culture of care and resilience you nurture for others.

*Small steps. Shared reflections. Lasting resilience.*

# WEEKLY SPARK EMAIL TEMPLATES

## WEEK 1

**Balance:** *Prioritizing what matters most*



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**Subject: A Spark for Reflection**

Dear Team,

Spend a few moments with this week's Spark on *Balance*.

Notice where steadiness showed up in your week and how it helped you move through the day with focus and care.

**Question to consider:** Where did you find balance—or where might you create a bit more?

Warm regards,

[Leader's Name]

## WEEK 2

**Calm:** *Finding your peace and serenity*



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**Subject: A Spark for Reflection**

Dear Team,

Take a quiet pause with your Spark on *Calm*.

Notice the moments that allowed you to breathe, reset, or listen more closely this week.

**Question to consider:** What helped calm find its way into your work or interactions?

With appreciation,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Reflect for a moment on *Change*.

Think about the shifts—big or small—that have opened new understanding or possibility this week.

**Question to consider:** What change has helped you see your work from a new perspective?

Warmly,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

As you spend time with your Spark on *Happiness*, notice the moments that bring lightness or connection to your week.

**Question to consider:** What moment of happiness reminded you why you do this work?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

This week's Spark invites us to notice where hope or confidence appeared in our day.

Sometimes optimism is a single thought that helps us keep moving forward.

**Question to consider:** Where did optimism guide you this week?

With appreciation,

[Leader's Name]

**WEEK 6**

**Positivity:** *Focusing on the good*



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**Subject: A Spark for Reflection**

Dear Team,

Pause with your Spark on *Positivity*.

Notice the uplifting exchanges, smiles, or small wins that added light to your week.

**Question to consider:** What positive moment will you carry with you into next week?

Warm regards,

[Leader's Name]

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**WEEK 7**

**Balance:** *Prioritizing what matters most*



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**Subject: A Spark for Reflection**

Dear Team,

As you revisit *Balance*, think about the rhythm of your week—the times it felt manageable and the moments that asked for adjustment.

**Question to consider:** What simple shift helped you stay balanced in your work?

With appreciation,

[Leader's Name]

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**WEEK 8**

**Calm:** *Finding your peace and serenity*



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**Subject: A Spark for Reflection**

Dear Team,

Take a moment with your Spark on *Calm*.

Notice where calm makes space for patience or perspective in your day.

**Question to consider:** What helps you return to calm when things feel full?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

This week's Spark focuses on *Change*.

Notice what's shifting around you and how those shifts invite growth or creativity.

**Question to consider:** What new possibility has emerged through recent change?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a few minutes with *Happiness*.

Notice the everyday joys—a laugh, a success, a kind exchange—that brought warmth to your week.

**Question to consider:** What simple joy lifted your spirits recently?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Optimism*.

Notice where believing in possibility encourages progress for you or your students.

**Question to consider:** How did optimism shape one of your decisions this week?

With appreciation,

[Leader's Name]

**WEEK 12**

**Positivity:** *Focusing on the good*



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**Subject: A Spark for Reflection**

Dear Team,

Take time with *Positivity*.

Notice the energy that kindness and gratitude brought to your day.

**Question to consider:** How did positivity influence your team or classroom this week?

Warmly,

[Leader's Name]

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**WEEK 13**

**Balance:** *Prioritizing what matters most*



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**Subject: A Spark for Reflection**

Dear Team,

Pause with your Spark on *Balance*.

Notice how you managed your time, energy, and attention this week.

**Question to consider:** What helps you maintain balance when the pace quickens?

With appreciation,

[Leader's Name]

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**WEEK 14**

**Calm:** *Finding your peace and serenity*



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**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Calm* today.

Notice one quiet practice that helps you center yourself during the school day.

**Question to consider:** Where might you create a small pause for calm tomorrow?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a moment with *Change*.

Consider how adapting to something new has strengthened your approach to teaching or leading.

**Question to consider:** What recent change has helped you grow in perspective or skill?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Take time with *Happiness*.

Notice the people or routines that bring a sense of joy to your day.

**Question to consider:** Who or what brought a smile to you this week?

Warmly,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Optimism*.

Notice how hope influences the tone of your day and the energy in your classrooms.

**Question to consider:** Where might optimism open a new door for you this week?

With appreciation,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a quiet moment with *Positivity*.

Notice how encouraging words or gestures ripple through your day.

**Question to consider:** What moment of positivity reminded you of our shared purpose?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

As you read this week's Spark on *Balance*, notice what helped you sustain energy and focus.

**Question to consider:** What boundaries or habits support your sense of balance right now?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Calm*.

Notice one time this week when calm helped you respond with patience or clarity.

**Question to consider:** How might you invite that same calm into tomorrow?

Warmly,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Take a few minutes with *Change*.

Notice how your openness to new ideas or practices has influenced your work.

**Question to consider:** What small change this month has made a positive difference?

With appreciation,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Pause with your Spark on *Happiness*.

Notice the ordinary moments that brought warmth or laughter into your day.

**Question to consider:** What small joy will you carry with you into the week ahead?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a moment with *Optimism*.

Notice how forward-looking thoughts helped you or your team stay encouraged this week.

**Question to consider:** Where are you seeing signs of progress or promise?

With gratitude,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Take a breath with *Positivity*.

Notice the ways encouragement, humor, or appreciation lifted the tone of your day.

**Question to consider:** How did you share positivity with others this week?

Warmly,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Balance*.

Notice the adjustments that helped you move through this week with steadiness and care.

**Question to consider:** What helped you protect your balance amid the busyness?

With appreciation,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Pause with your Spark on *Calm*.

Notice where calm supported good thinking or clear communication this week.

**Question to consider:** What practice helps you return to calm most easily?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a few minutes reflecting on *Change*.

Notice how trying something new has affected your perspective.

**Question to consider:** What small change could create more ease or engagement in your work?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Take time with Happiness.

Notice where joy appeared unexpectedly and how it shaped your day.

**Question to consider:** What moment of happiness would you like to repeat next week?

Warm regards,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Optimism*.

Notice how focusing on possibility influenced your work with students or colleagues.

**Question to consider:** What hopeful thought are you carrying into the coming days?

With appreciation,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Spend a moment with *Positivity*.

Notice the difference a simple thank-you or kind word made this week.

**Question to consider:** What positive interaction brightened your day?

Warmly,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Take a moment to revisit *Balance*.

Notice how pacing, rest, or focus helped you sustain your work.

**Question to consider:** What practice helps you stay balanced throughout the week?

With gratitude,

[Leader's Name]

**Subject: A Spark for Reflection**

Dear Team,

Pause with *Calm*.

Notice one simple way: calm supported clarity, patience, or connection.

**Question to consider:** Where could you create another moment of calm this week?

Warm regards,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Spend time with *Change*.

Notice what you've learned through new challenges or evolving routines.

**Question to consider:** What change this year has helped you grow the most?

With appreciation,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Reflect on *Happiness*.

Notice how moments of laughter or gratitude strengthened your sense of community.

**Question to consider:** Who or what brought happiness to your week?

Warm regards,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Pause with *Optimism*.

Notice how a hopeful mindset lifted your perspective and perhaps someone else's.

**Question to consider:** Where did optimism make a difference for you this week?

With gratitude,

[Leader's Name]



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**Subject: A Spark for Reflection**

Dear Team,

Take one final moment this year with *Positivity*.

Notice how shared encouragement and appreciation shaped our collective resilience.

**Question to consider:** What positive highlight from this year will you carry forward?

With thanks,

[Leader's Name]