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**Your wellness action plan**

A wellness action plan is an easy, practical way of helping you to support your mental health at work. You don’t need to have a mental health problem to feel the benefits – it can just be helpful to write things down, particularly when you have lots of thoughts going on in your head.

Use the questions below to help you plan, and to remind you, of things that help you to stay mentally healthy and well at work.

This is **your plan** so you can keep this information just for you. It can be helpful to go back and review it so you can check in on what’s working well for you and what else you need. This plan focuses on mental health, but you might want to think about your physical health and how that impacts your wellbeing too.

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| **What helps you stay mentally healthy while you’re working – both in the office and if you’re working at home?**  *(e.g. taking a lunch break, exercise, staying connected with colleagues, finding space to work)*  ***Answer:*** |
| **What can your colleagues do to proactively support you to stay well and mentally healthy while at work?**  *(e.g. listen, involve and stay connected with you, regular feedback and catch-ups, flexible working patterns)*  ***Answer:*** |
| **Are there any situations that may trigger a drop in mental health for you?**  *(e.g. conflict with work colleagues, anxiety about media reports, stress from juggling work and family)*  ***Answer:*** |
| **Are there any early warning signs that people might notice when your mental health starts to dip?**  *(e.g. withdrawing from team calls, not answering emails)*  ***Answer:*** |
| **If anyone notice early warning signs, what should they do and how can they support you?**  *(e.g. talk to you discreetly about it, help you re-prioritise or flex workload)*  ***Answer:*** |
| **What steps can you yourself take if you start to experience a drop in mental health? Is there anything those around you can do to help you do this?**  *(e.g. regular short breaks, time to talk to someone close to you)*  ***Answer:*** |
| **Is there anything else that you would like to capture?**  ***Comments:*** |