

Wellness Action Plan



A Wellness Action Plan reminds us what we need to do to stay well at work – whether working from a physical workplace or remotely – and details what we can do to look after our own mental health and wellbeing. It also helps us develop an awareness of our working style, stress triggers and responses, and enables us to communicate these with our leader, colleagues and others in our household.

How do you work?

What are your current and intended working arrangements?

You might wish to share details of your remote workspace, for example whether working in a shared workspace, bedroom or communal home space. Are there any issues with your works van and / or any queries relating to work that are unresolved. You might also wish to highlight any flexibility you've agreed with your leader, for example working hours.

Are there any characteristics of your individual working style that you'd like to make your leader or colleagues aware of?

For example a preference for face to face conversations or digital communications when being allocated work including negotiation on deadlines before they are set, a need for adequate time to prepare prior to meetings or creative tasks, having access to a mentor / buddy for questions you might not want to contact your leader about, having a written plan of work in place which can be reviewed and amended regularly, clear quality criteria for work outputs if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon.

Wellness Action Plan



Staying mentally healthy at work

What helps you stay mentally healthy at work?

For example, taking an adequate lunch break away from your workspace, having a scheduled break on DRS to be able to eat lunch, getting some exercise before or after work or in your lunch break, opportunities to get to know colleagues.

Are there any situations or behaviours that can trigger poor mental health for you whilst working?

For example, conflict at work, organisational change, tight deadlines, something not going to plan, difficulties in contacting colleagues whilst working remotely.

What can you, your leader or colleagues put in place to proactively support you to stay mentally healthy at work and minimise these triggers?

For example, regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments.

Experiencing poor mental health at work

How might experiencing poor mental health impact on your work?

For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches.

Are there any early warning signs that might be noticed by others when you are starting to experience poor mental health?

Leaders and colleagues whilst working remotely.

Any person living in your household whilst working from home.

Wellness Action Plan



Experiencing poor mental health at work (continued)

What actions would you like to be taken if any of these early warning signs of poor mental health are noticed by others?

For example, talk to you discreetly about it, contact someone that you have asked to be contacted.

Leaders and colleagues whilst working remotely

--

Any person living in your household whilst working from home.

--

What are you doing to keep yourself well at the moment?

For example, accessing the EAP or using Plumm chat therapy, taking regular exercise or building in breaks throughout the day.

--

Wellness Action Plan



Experiencing poor mental health at work (continued)

Is there anything additional you would like to share that would support your mental health at work?

Summary of key actions and timescales to support your wellness at work.

Signed:

Date: