



Well-being at Work Work at Well-being



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My Wellness at Work Plan

The **Wellness at Work Plan** is a tool to help you share what keeps you well at **work** and when and why you might become unwell. ... It's a personal document written by employees and shared with individual managers and peers/buddies, it works as an agreement and a tool to promote ongoing discussion on keeping yourself and each other well. This is a flexible document and should be reviewed on a regular basis.

1. What helps you stay mentally healthy at work either in the office or home working?

- ✓ Remember to take a lunch break
- ✓ Plan your workload
- ✓ Seek out someone you can talk openly to

2. How can your manager support you at work?

- ✓ Remember to keep an open channel of communication, regular check in
- ✓ Keep the chat with you colleagues going
- ✓ Seek to help to prioritise an break down tasks if you're feeling stressed or overwhelmed

3. Can you think of any situations in the workplace or working from home that may 'trigger' you?

- ✓ Remember this is a particularly stressful time and triggers at home and at work may be significantly different.

4. Are there any signs that we may notice in you if you are feeling stress or unwell?

- ✓ If working from home it is important that you recognise your own triggers and seek support
- ✓ Examples of trigger may include - I start to tell myself off out loud or be more vocal when small problems occur, I will be very quiet and will avoid speaking to people, I will probably start coming in later because my sleep will be affected.

5. If we notice these early warning signs what should we do in the work place?

If you notice these early warning signs yourself at home what can you do to take care of yourself ?

6. What steps can you take yourself if you start to feel a change in your wellbeing?

- ✓ Speak to my manager or trusted colleagues
- ✓ Look after yourself by making sure you take a lunch break
- ✓ Do some exercise, mindfulness, speak to family, friends and colleagues

