Wellbeing Action Plan

27/11/2023

## What is a wellbeing action plan?

Given the high levels of stress and poor mental health that is being recorded in UK workers, there is a growing demand for positive ways of managing our mental health at work.

A wellbeing action plan is a personalised, practical tool we can all use (whether we have a mental health problem or not) to keep us well at work or in our volunteering. It looks at what can cause us to become unwell at work, and how to address a mental health problem at work should you be experiencing one.

It can also open up a conversation with your manager (if you choose to) in order for them to better understand your needs and to support you. Which in turn leads to better performance and increased job satisfaction and benefits both the employer and employee.

We all have mental health as we have physical health, and this plan will help you if you are experiencing problems with your mental/physical health. It could be particularly useful when returning to work after an illness.

## How to get started with a wellbeing action plan

* Plan time to fill in your plan, think about the current pressures you are facing, the impact they are having on your mental or physical health as well as your wellbeing. What can you do to help deal with these. It is also useful to think about what support your manager may be able to put in place to support you.
* Once you have completed your action plan it is helpful to review it monthly. This can assist you to recognise any triggers or things that have helped you.
* Sharing your wellbeing action plan.
  + A wellbeing action plan can be a useful self-reflection tool. If you feel it would be helpful you can share it with your manager to support conversations about your wellbeing.

### A note of confidentiality

You own your wellbeing action plan. It is personal to you and should only be shared with your permission.

If you are filling out an action plan as a result of being unwell, and have shared it with your manager, they may ask whether you consent for a copy to held with HR / volunteer services. This is your choice and you are in no way pressured to do so.

## Tips for staying well at work

### Identify your triggers

We are all different. What affects someone else’s mental wellbeing won’t necessarily affect yours in the same way - whether it’s challenges at work or home circumstances. We all have times of feeling stressed, upset, or find it difficult to cope. Working out what triggers poor mental health for you can help you anticipate problems and find/know solutions.

### Take time for yourself

Being kind to yourself is essential for your wellbeing, and it is vital to prioritise your own needs sometimes. Take short breaks throughout the day as well as half an hour break to get some food. A short break can help you feel recharged and refreshed. It can also give you a different perspective on any problems. Always talk with your manager if anything is bothering you.

### To understand where you can help from

We have two mental health first aiders who are Mary Shore and Clair Attwood and also Malcom who runs our spirituality service.

[mary.shore@treetopshospice.org.uk](mailto:mary.shore@treetopshospice.org.uk)

[Clair.Attwood@treetopshospice.org.uk](mailto:Clair.Attwood@treetopshospice.org.uk)

[sprirtualsupport@terrtopshospice.org.uk](mailto:sprirtualsupport@terrtopshospice.org.uk)

## Experiencing poor mental health at work

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| How might experiencing poor mental health impact on your work? For example, you might find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches….. |
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| Are there any early warning signs that might be noticed by others when you are starting to experience poor mental health? |
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| 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, report to your manger? or a nominated person? |
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| Is there anything additional you would like to share that would support your mental health at work? |
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