



Your Personal Wellness Action Plan

What is a Wellness Action Plan?

Wellness Action Plans are a practical tool to use within the workplace, whether we have difficulties with our mental health or not. The purpose is to allow you time to self-reflect on the things that maintain your wellbeing at work, as well as those that cause us to become unwell, and guidance on how your manager can best support you.

Wellness Action Plans can help to open up conversations with your manager, allowing them to understand your needs and experiences better and ultimately support your mental health.

We all have mental health just as we do physical health, and this Wellness Action Plan aims to support you in managing your mental health, wherever you are on the mental health spectrum.

How to get started with your Wellness Action Plan



Plan some time on your own to fill in your Wellness Action Plan



Schedule some time with your manager to discuss it or take it to your next 1:1 with them



Think about any important parts of your Wellness Action Plan you want to highlight to your manager before the meeting

N.B. The details in this form will remain private and may be regularly evaluated by both you and your manager. You are only required to disclose information that you are comfortable sharing and whilst this is not a legal document, it can facilitate a collaborative approach between you and your manager to identify practical ways for them to support you at work.

What helps you stay mentally healthy at work?

(E.g. Scheduling in and taking your lunch break away from your desk each day, exercising after work or spending time with colleagues)



What can your manager do to proactively support you to stay mentally healthy at work?

(E.g. Getting regular feedback, having regular 1:1s or flexible working patterns)



Are there any situations at work that can trigger poor mental health for you?

(E.g. Conflict with a colleague/client, not feeling confident in doing a task or tight deadlines)



How might experiencing poor mental health impact your work?

(E.g. Struggle to focus and concentrate, more irritable or tearful, experience headaches or find it difficult to make decisions)



Are there any early warning signs that we might notice when you are starting to experience poor mental health?

(E.g. Withdrawing from socialising, keeping your camera off, not meeting deadlines or making mistakes)



What steps do you usually take to improve things?

(E.g. Talk to someone, go to the gym, do some breathwork or go to therapy)



Are there elements of your individual working style or personality that it's worth your manager being aware of?

(This helps them understand you better. How do you prefer to receive feedback? Do you get low energy at certain times or do back-to-back meetings impact your energy levels? Do you prefer to work in a quiet space?)



If we notice early warning signs that you are experiencing poor mental health, what should we do?

(E.g. Reach out to you privately, offer you some time away from your desk or listen to you?)



Is there anything else you would like to share?



Employee signature

Date

Line manager signature

Date

Date to be reviewed