

WELLBEING ACTION PLAN





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This Wellbeing Action Plan is a personalised, practical tool to help you identify factors that contribute to your wellbeing at work as well as those that can hinder your optimal performance

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What helps you stay well at work?

- Taking an adequate lunch break away from your desk
- Getting some exercise before or after work or in your lunch break
- Light and space in your workspace
- Opportunities to get to know colleagues

2

Are there any situations at work that can cause poor wellbeing?

- Conflict at work
- Organisational change
- Tight deadlines
- Something not going to plan

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What impact can poor wellbeing have on your work?

- Difficulty making decisions
- Struggle with prioritising work tasks
- Concentration difficulties
- Drowsiness
- Confusion
- Headaches



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Are there any characteristics of your individual working style that you would like to make your manager or colleagues aware of? For example

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- Preferring face-to-face over digital for work discussions
- Needing to negotiate deadlines before they're set
- Require prep time for meetings and creative tasks
- Access to a mentor for sensitive queries
- A written adaptable work plan
- Clear quality standards if prone to overworking
- Energy highs/lows in mornings/afternoons

What is your overall vision or goal for your well-being?

This helps set a positive intention and direction for your Wellbeing Action Plan. For example

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- Achieve better mental health
- Reducing stress
- Improve work-life

Anything else to add that you think might be helpful?

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