

My Wellness Action Plan (WAP)

1. What are the signs that you are feeling well and managing at work?

2. What can you do to proactively stay well at work?

Taking regular lunch breaks? Keeping a to-list, Getting some fresh air? Taking time away from your computer?

3. Are there any situations at work that trigger stress or poor mental health for you?

Which situations at work, if any, trigger....

4. Are there any situations outside work that may trigger stress or poor mental health for you?

Which situations outside work, if any, trigger.....

5. How might experiencing stress or poor mental health impact on your work or ability to work?

Difficulty making decisions? Missing deadlines? Reduced quality of work? Physical symptoms?

6. Are there any early warning signs that if you start to feel unwell or experience stress or poor mental health?

Changes in your mood? Energy levels? Changes in how you interact with colleagues?

What early warning signs do you notice as you start to feel unwell or experience stress or poor mental health?

7. What support would help you minimise triggers or manage the impact on your health? Do you need to make your manager aware of these?

8. Are there elements of your individual working style that would be helpful to make your manager aware of?

Do you prefer more face to face or email contact? Do you like regular feedback on your performance? Do you work better in the morning or afternoon? Do you like to discuss tasks or deadlines first? Decide how best to share or discuss this information with your manager.

Which elements of your individual working style, if any, would it be helpful to...

9. What steps can you take if you start to feel unwell at work?

Next steps for individual:

- Consider discussing and sharing content with your manager – to help better support you at work and to ensure a stress risk assessment can be undertaken if appropriate.

Next steps for Manager:

- Make plans for ongoing review if appropriate
- Establish whether a stress risk assessment is required based on the information shared/discussed.