

# Wellness Action Plan

This Wellness Action Plan (**WAP**) is a fantastic way for you to note down what you need to stay mentally well at work. Once you've filled it out, keep it close to hand to use whenever you need to; it's a useful tool when you're feeling stressed or start to experience poor mental health.

Some parts of the plan - or all of it if you're happy to share - can be discussed with your manager so they can offer you as much support as possible.

## What helps you stay mentally healthy at work?

*For example... taking your lunch break away from your work, having enough space, having less noise.*

## What can your manager do to support you?

*This can include things like flexible working or regular catch-ups.*

## Is there anything that triggers poor mental health at work for you?

*For example... tight deadlines, a long commute, conflict with a colleague.*

## What support do you need to help avoid these triggers?

*For example... a mid-morning break everyday, a change to your shift pattern.*

## How does poor mental health affect you at work?

*Do you get angry, upset or have trouble concentrating? Do you suffer with headaches, nausea, or panic attacks, for example?*

## What are your warning signs?

*Think about changes in your behaviour, or changes to how you approach your work. For example, do you have less patience, rush, or snap at yourself/others?*

## What steps can you take to improve things, and should your manager be aware of this?

*For example... going for a walk around the block, doing a quick breathing exercise, having a quick word with a trusted colleague.*

## Is there anything about your working style or personality that it's worth your manager knowing about?

*This helps them understand you better. Maybe you prefer face-to-face conversation, maybe you prefer emails? Do you get low on energy at certain times? Do you like to talk aloud when you're brainstorming? Think about your behavioural patterns.*

## Is there anything else you'd like to share?

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line manager signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date to be reviewed: \_\_\_\_\_