



**Wellbeing Action**

**Plan**

**A proactive resource to help you reflect on your wellbeing and identify strategies to stay healthy.**

**POD@leedsbeckett.ac.uk**

**What is a Wellbeing Action Plan?**

Wellbeing Action Plans are a personalised, practical tool that colleagues can use at any time to reflect on their wellbeing.

Completing a Wellbeing Action Plan can help you to identify what keeps you well at work, what has the potential to negatively affect your wellbeing, and what coping strategies you might want to engage with if you find yourself experiencing a period of poor wellbeing.

A Wellbeing Action Plan can help you:

* Take the time out to **reflect** on your wellbeing
* Consider what **support** options are available and which work for you
* **Prevent** situations from occurring that might negatively affect your wellbeing
* **Prepare** effective coping strategies for when you are finding things challenging

**How do I use my Wellbeing Action Plan?**

As a reflective tool, Wellbeing Action Plans are designed to be completed and reviewed on a regular basis. By identifying your individual triggers and practical coping strategies, it can empower you to feel in control of your wellbeing even when circumstances feel difficult.

Here are a few tips to help you get started:

* Allow yourself adequate time and space to complete the document.
* Answer the questions as fully as possible.
* Try to maintain realistic expectations of support options available.
* Don’t just think about ‘work’. How do you stay well outside of work? Do you benefit from social interaction, time outdoors etc? Think about how these coping strategies can be built into your working day.
* Review your action plan on a regular basis. Every time you complete the document, you are projecting how you feel in that moment. As situations and feelings change, so may your needs. By reflecting regularly, this can help you stay in control of your wellbeing.

**Do I need to share my Wellbeing Action Plan with anyone?**

Whether you choose to share your wellness action plan is completely up to you!

Your Wellbeing Action Plan can be used purely as a reflective tool for you to keep track of your wellbeing or can be used to help start a conversation with your manager about your wellbeing needs.

If you choose to share your Wellbeing Action Plan with your manager, it can help to provide a framework for a conversation about how your manager can help support you to look after your wellbeing whilst at work. You are in control of your Wellbeing Action Plan and there is no requirement to share anything you do not feel comfortable with. However, by providing context about your circumstances it may help your manager to identify suitable available support resources if required.

Here are a few tips for sharing your Wellbeing Action Plan: -

* Let your manager know about your Wellbeing Action Plan in advance and schedule a suitable time to talk about it. Telling them in advance will ensure they are able to dedicate time and energy to the conversation.
* Don’t think that you must cover everything in one conversation. You can ask to discuss your action plan in regular 1-2-1 conversations.
* Make time to record any outcomes from conversations with your manager, including details of any support resources, or agreed actions. This will help you to keep track of their impact on your wellbeing.
* Sometimes these conversations can cover sensitive topics and it is OK to show emotion. When scheduling a conversation with your manager, think about leaving space before/after the conversation to reflect, rather than rushing from meeting to meeting.

**My Wellbeing Action Plan**

**Date:** -

|  |
| --- |
| **How would you describe your wellbeing at this time?** |
| **What helps you to have positive wellbeing at work?** (e.g.., taking a lunchbreak, keeping a to-do list.) |
| **What support do you need from colleagues or your manager to have positive wellbeing at work?** (e.g., regular social interaction, 1-2-1’s, on-going communication.) |
| **Are there any situations at work that can trigger episodes of poor wellbeing?** (e.g., conflict in the team, organisational change.) |
| **How might symptoms of poor wellbeing impact on your work?** (e.g., difficulties in prioritising, poor concentration levels.) |
| **If a colleague or your manager notices you are experiencing any of the above symptoms, how would you like them to respond?** (e.g., talk to you discreetly, give you space.) |
| **What steps can you take if you start experiencing poor wellbeing at work?** e.g., take a break, speak to my line manager.) |
| **What wellbeing resources are you aware of? Have you engaged with any of these before, and if so, did they help?** (e.g.., EAP, coaching, mentoring.) |
| **Is there anything else you would like to share?** (e.g.., any personal circumstances affecting wellbeing.) |
| **Are there any actions to follow up on?** (e.g.., dates of any check in meetings, resources to look at.) |