

# Personal Wellbeing Action Plan (PWAP)

Developing a Personal Wellbeing Action Plan can support keeping yourself well and your own mental health. It should be seen as a useful tool for all staff not just a plan for those who are struggling.

By reflecting on the things that help you manage, give you enjoyment as well as the areas that cause you stress and challenges you can take ownership of the practical ways to help yourself manage. The process of creating a PMHAP can also be helpful in enabling managers to have a conversation with you, to understand your needs, the things that enable you to manage and the challenges you face.

We all have mental health just as we have physical health and this PWAP has been designed to support us manage our mental health and wellbeing. PWAP's can be particularly helpful during challenging times in our lives whether this is due to a long period of time away from work, illness, bereavement, or other such challenge. They provide a structure for conversations with Senior Leaders, around what support will help and what reasonable adjustments might be useful.

The PWAP helps us to focus us on what we need to do to stay well at work, and what others can do to support this process. They enable us to develop an awareness of our styles of working, stress triggers and responses and to reflect and talk about these.

## 1. What helps you stay mentally healthy at work?

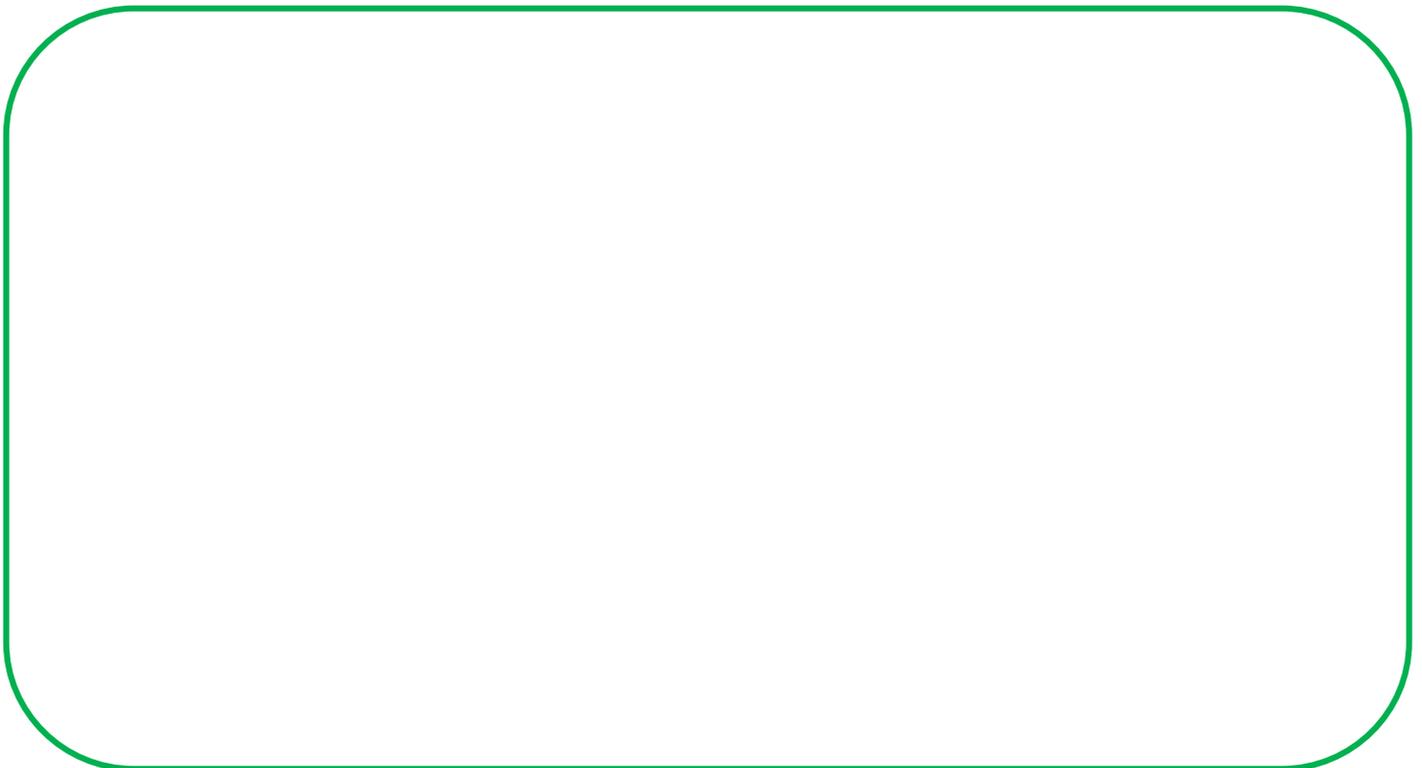
This might include taking an adequate lunch break away from your desk or children and young people, getting some fresh air or exercise before or after work, light and space in the office, a safe place to put your bag or personal items, a time to chat to colleagues and build relationships.

**2. What can your line manager do to proactively support you to stay mentally healthy at work?**



**3. Are there any particular situations at work that can trigger poor mental health for you?**

Tis might include conflict with others, changes in organisation or structures, deadlines or things not going to plan.



**4. What do you usually do that supports you when you feel stressed?**

This might be relaxation or meditation, physical exercise, walking the dog or talking with colleagues. Consider the Five Ways to Wellbeing: Connect through relationships with others; be physically active, Learn new skills, giving to others, mindfulness can all support us when we have to deal with stressful challenges in our lives.



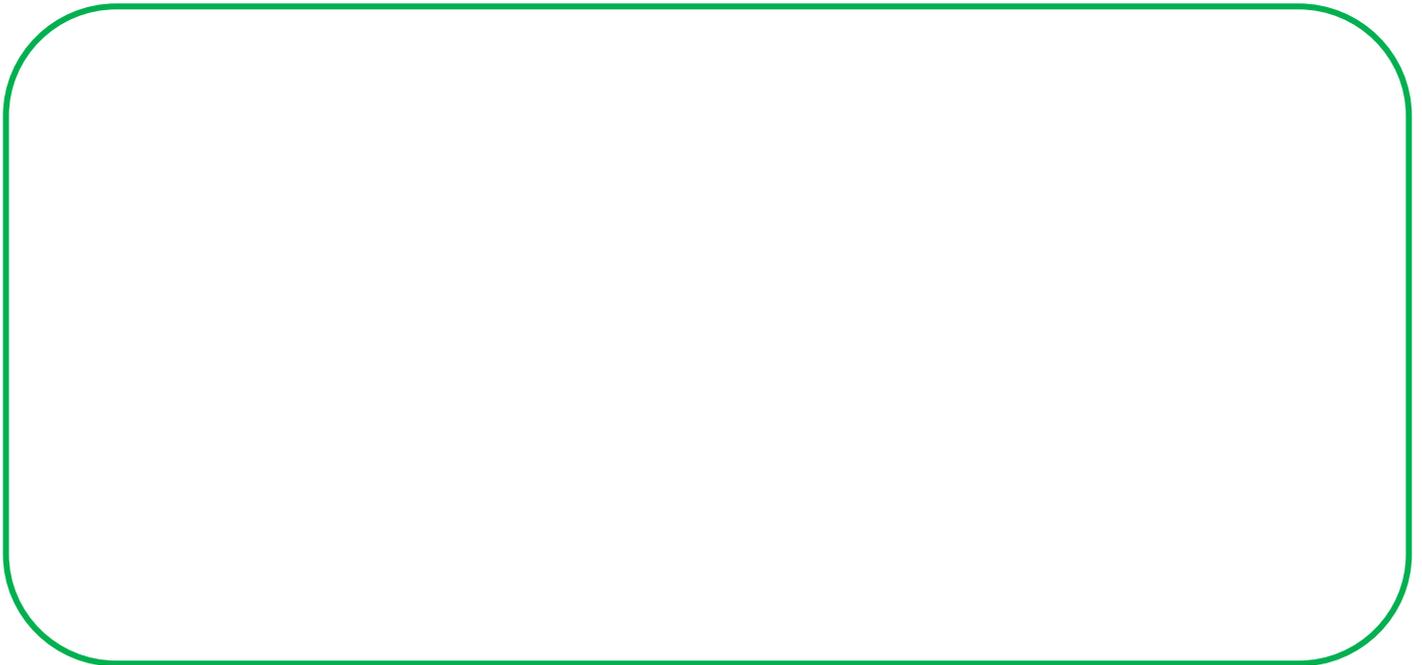
**5. Are there any early warning signals that you notice when you are starting to feel stressed or poor mental health?**

For example, changes to your sleep pattern, withdrawing from colleagues, changes to in normal working patterns?



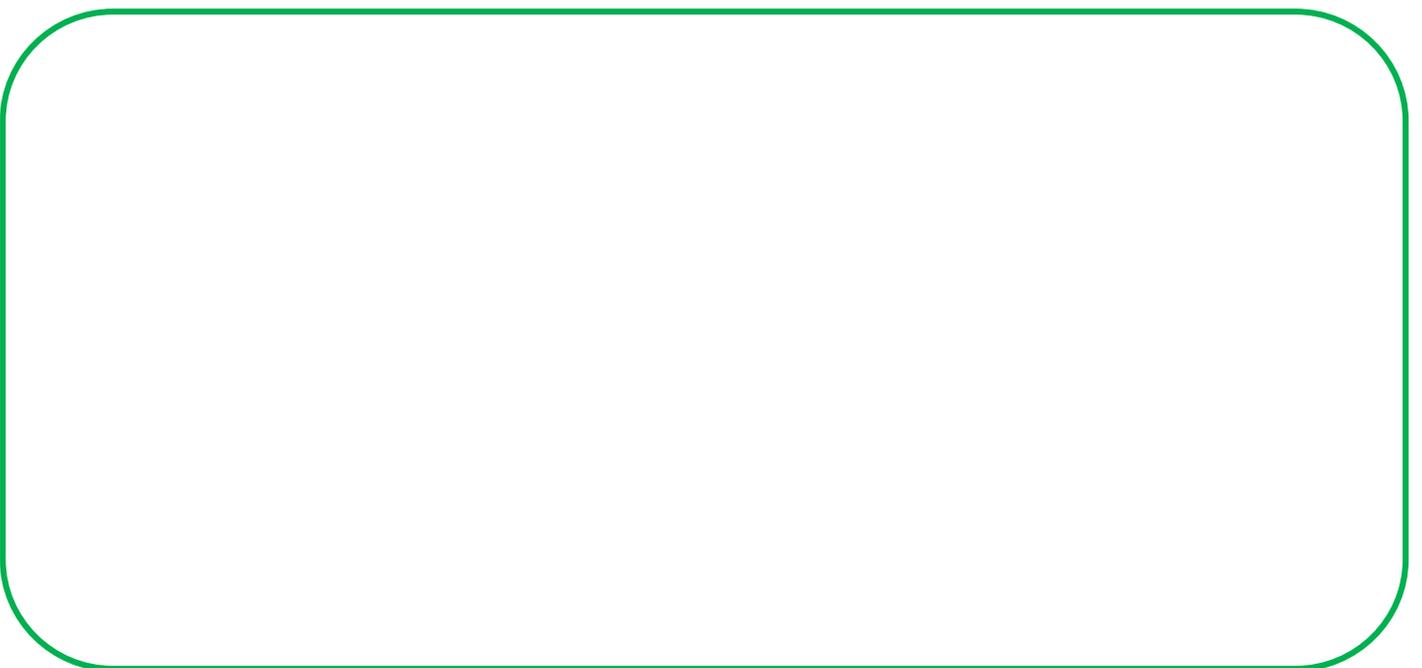
**6. What steps can you take if you start to feel unwell or stressed at work?**

For example take a break, go for a short walk, ask your line manager for support.



**7. What could be put in place to minimise the triggers or help you manage the impact?**

This might be catch up time with a manager, supervision, guidance and support on prioritising workload, flexible working patterns, consider reasonable adjustments.

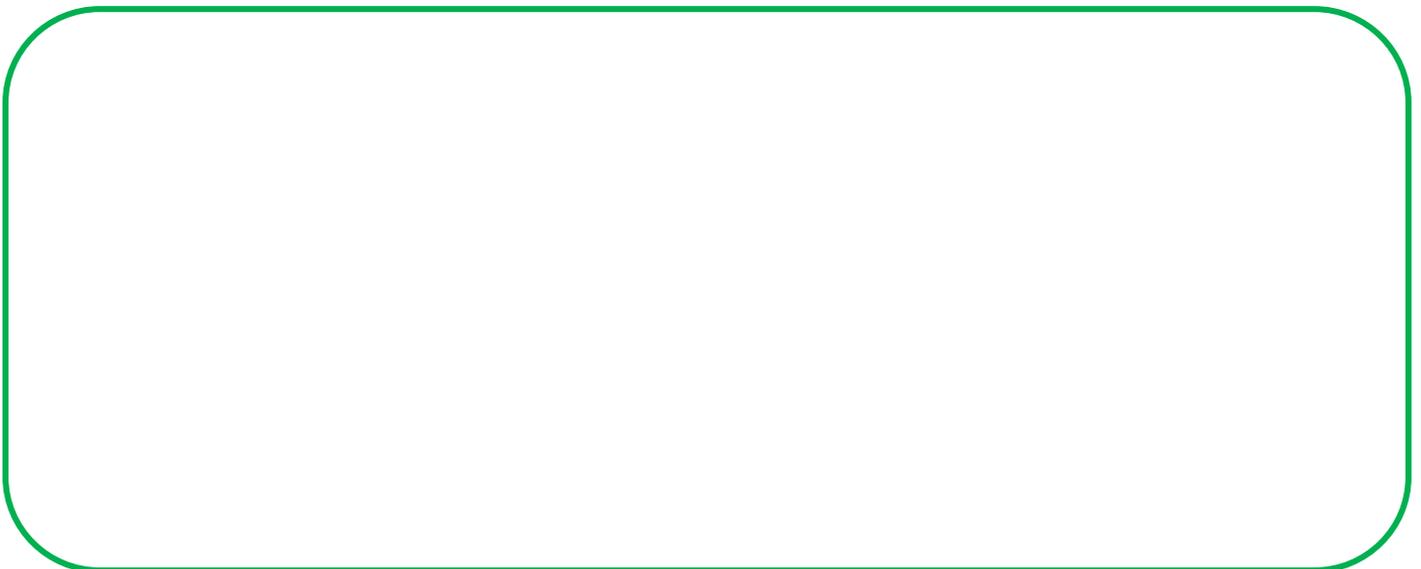


**8. If staff around you notice early warning signs that you are feeling stressed or unwell – what should we do?**

Example talk to me discreetly about it, contact someone I have named or asked to be contacted.



**9. Is there anything else that would be useful to your manager to be aware of or that you would like to share?**



**Thank you for taking the time to complete this Personal Wellness Action Plan and for helping to reduce avoidable stress for yourself and others.**

**Employee signature.....Date:**

**Manager signature: .....Date:**

**Date completed: .....**

**Date for Review: .....**

**(Six Months)**