

My Wellbeing Plan: What I know about my wellbeing



General
self-
awareness

I am at my best when ...
I feel...
I am doing...
I am with ...
I am thinking ...
The difference this makes for me is ...

My wellbeing is drained when ...
I feel ...
I am doing...
I am thinking ...
I face challenges of ...

Warning signs for a drop in my wellbeing are:
What I notice...
What others might notice ...

Snapshot:
How things
are right
now

The things I am doing to maintain/enhance my wellbeing are:

The challenges for my wellbeing right now are:

What would it be most helpful for me to focus on right now to enhance my wellbeing?
Where can I go to get help?

The way
forward

The things I am doing now that I should continue to do to enhance my wellbeing are ...

The things it would be helpful to start doing to maintain/ enhance my wellbeing.....

The things it would be helpful for me to stop doing to enhance my wellbeing are ...



My Wellbeing Plan: The things I'm going to do

Date

Plan Review

Completed

Date

TOP TIPS

- Be realistically ambitious – you deserve it!
- Small changes can make a big difference.
- Wellbeing is for everyone all of the time.

I will share my plan with: *(this should be someone who will give you a nudge when you need it)*

Find at least one thing you can do to build a better wellbeing for yourself in each time frame

The thing I will do every day:

The thing I will do every week:

The thing I will do every month:

Special treats and other things to look forward to:



What helps us feel our best?

The conditions for operating at our best can be highly personal - for instance, some people find music helps concentration, while others say it drives them to distraction. It's important to know what works best for you, and maybe to experiment to find out.

Environment

- Ambient noise levels (moderate and not too dramatic) stimulate creativity and mental energy
- Optimal room temperature is around 25°C - lowering or raising it reduces our ability to pay attention
- Natural light is best for a productive environment; over-lighting has been shown to be detrimental
- Strangely, a messy desk is more conducive to creativity than a tidy one! However, studies indicate that highly productive people often switch environments depending on the type of work they are doing - with clearer space needed for analytical or decision-making tasks
- Work roles and spaces which encourage movement tend to promote greater productivity - and there are useful side-benefits in terms of the levels of interaction with colleagues

Rest and relaxation

- It is best to keep to a regular sleeping pattern. "Sunday night syndrome" is often exacerbated by having had two lie-ins – your sleep cycle is disturbed and your mind now has free rein
- Eating late is a great sleep disturber
- Limiting alcohol/caffeine intake is important.
- Keeping a notepad by the bed can be beneficial. Using this to jot down concerns or ideas will off-load these thoughts and usually prevent them from racing round your mind.
- Reading an absorbing book is an excellent sleep inducer
- Light exercise (such as going for a stroll in fresh air) before retiring for the night is also recommended

Exercise

- We know from the physiology of the stress response that our bodies were designed to discharge the stress chemicals by physical exercise.
- Regular physical exercise will also build fitness and increase resilience to stress.
- It should be:
 - Exercise that you enjoy
 - Appropriate to your fitness level
 - Appropriate to your stress level
- Remember to build up gradually and also that any physical activity is better than none – a short walk, taking the stairs rather than the lift will all be beneficial.

Nutrition

The old maxim of 'moderation in all things' is probably even more true today. There is an overwhelming amount of 'advice' about what we should and should not eat. A whole industry has been created out of the word 'diet'. Despite this, as a nation, we continue to get fatter and studies show we are confused about 'good' and 'bad' foods.

Here are some simple guidelines, remembering that ultimately what people put into their bodies is their own responsibility;

- Cut down on your intake of saturated fats, e.g. cheese, butter, cream
- Moderate your intake of junk/fast foods - they tend to be high in fat and salt
- Moderate your intake of sugar – it contains 'empty' calories.
- Chocolate is most people's favourite sugar energy 'fix' but it is only short term
- Try not to add salt to your cooking or on your meal
- Watch out for additives and preservatives
- Eat more fibre, e.g. wholemeal bread, rice, vegetables and fruit
- Watch how much caffeine you consume in coffee, tea and cola-type drinks
- Keep an eye on alcohol consumption, both in terms of how much you consume and the pattern of your drinking
- Take a multi-vitamin/mineral supplement.

Top tips for a healthy working environment

To respond to the need for **simulation**: offer a variety of projects; development of roles; think about the aesthetic of the workspace; offer good quality food if there are dining facilities.

To respond to the need for **recognition**: surroundings, physical resources, job titles and amenities which say: "You are important here and we are doing everything necessary to ensure that you can work optimally"; involvement of staff in planning and policy development; regular communication of results, successes, achievements.

To respond to the need for **structure**: formalisation of contracts; team and organisation charts; clear definition of roles; establishing a rhythm for keep communication and reporting cycles; observing protocols in meetings, projects and other repetitive activities.

To **vary activities** in order for the brain to work effectively: role rotation; availability of spaces where employees can work without being disturbed; creation of infrastructure for sports, rest, play or meditation; balanced food/refreshment options in the company restaurant; opportunities for movement and exploration outside the core work environment.

To respond to the need for **trust and motivation**: develop conditions and capabilities which nurture trusting relationships between employees on the same and different levels of the hierarchy; careful balance in the communication of positive and critical feedback; emphasis on outcomes rather than processes; ensuring levels of autonomy in all roles for decision-making.

To respond to the need for **meaning**: communicating vision, mission and values; using visual and other means to reinforce the connections between the work people do and the outcomes they create; creating opportunities for people (especially those in support roles) to spend time with customers or service users; paying attention to the identity of teams and to defining the value they offer.