

## Your Personal Wellbeing Plan (Barometer)

The purpose of *Your Personal Wellbeing Plan* is to remind us that we all need to stay well and to enable us to focus on what we can do to look after our own mental health and wellbeing. By keeping versions dated, the plan helps to act as a *Barometer* for you

Over the last months, along with the uncertainty of the pandemic, we've experienced changes to our ways of working – for example, working from home or having less face-to-face contact with our colleagues and others. This is an opportunity to reflect on these changes, think about what you did to support your mental health before the pandemic, when you always worked in the office and worked more personally with customers and others in your team; and think about what you do and can do now

The questions below can help you identify any behaviours, thoughts or actions that may be affecting your mental health. They can also help you think about how you can support yourself to stay well and maintain good mental health

You can use this to prepare and support you in honest and open conversations, especially with your line manager. You should be having regular 1 to 1s and informal catchups with you manager already – however this personal plan enables you to think about who you could share your thoughts, feelings and plans with if you don't feel able to discuss these with your line manager

### **What to do:**

- Write down what helps you feel well whilst at work
- Think about the changes you could make to your current situation.
- Take stock and think about what's in your control

Keep reviewing and updating your plan, goals and achievements regularly

**1 What are the details you would like to share with your manager about your current working situation?**

**2 In your usual working environment or style of working, what helps you stay mentally healthy at work?**

**3 How might you adapt these to your new ways of working or working environment?**

**4 What are the main challenges for you at the moment? Are these triggers for any anxieties or stress?**

**5 Given your experience to date of working differently or working from home, what helps you stay mentally healthy?**

(For example, taking an adequate lunch break away from your workspace, regular wellbeing catch-ups with your manager, getting some exercise before or after work or in your lunchbreak, having a routine, or simply having a clean and tidy workspace.)

**6 How might experiencing poor mental health impact on your work?**

(For example, you may find it difficult to make decisions, struggle to prioritise work tasks, have difficulty with concentration, drowsiness, confusion, headaches.)

**7 Are there any early warning signs that you, your manager or colleagues might notice when you are starting to experience poor mental health?**

(This could include things like changes in your normal behaviour or becoming disengaged in Microsoft Teams calls or remote working with your team)

**8 What support can your manager or colleagues put in place to minimise triggers and/or support you during this difficult time? (Do you feel able to share with your manager? If not, who would you identify as the best person to have this discussion with?)**

**9 What support can members of your family or household put in place to minimise triggers and/or support you during this difficult time? (Have you spoken to them about how you may be feeling?)**

**10 If you would like to share your thoughts and answers with someone - this could be your manager in the first instance but also a family member, a member of your household, a friend or colleague - then you can write them a message here on how you would like them to support you.**

(Please use the date section to enable you to track your thoughts and feelings going forward)

**Date:**