



**BETTER  
BUSINESS  
NETWORK**

**Wellness Action Plan  
Template**

[www.thebetterbusiness.network](http://www.thebetterbusiness.network)

## **What helps you stay mentally healthy at work?**

**For example: adequate lunch breaks away from your desk, getting some exercise before or after work or in your lunch break, light and space in the office, opportunities to get to know colleagues.**

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

For example: regular feedback and catch-ups, flexible working patterns.

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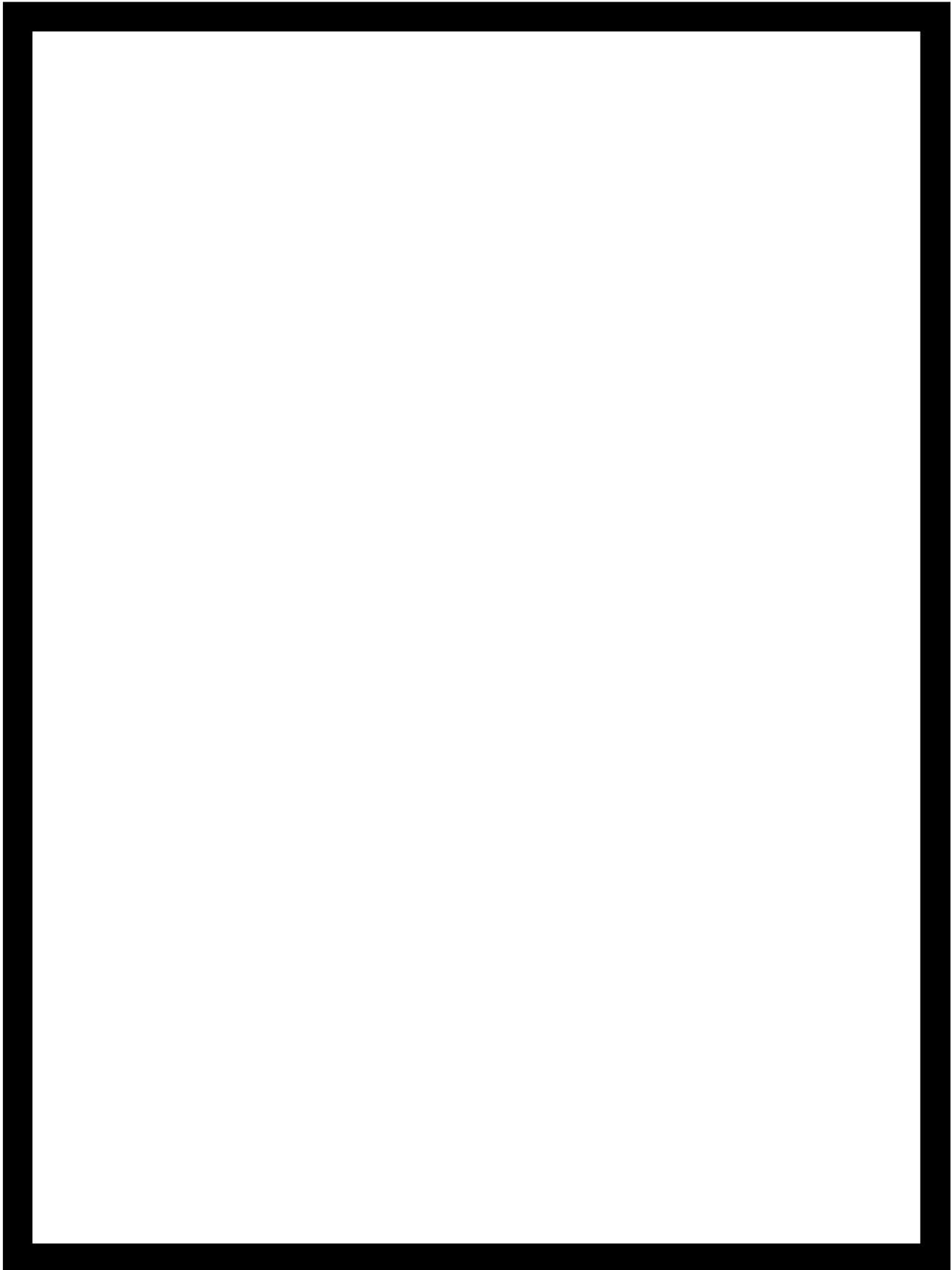
# **Are there any situations at work that can trigger poor mental health for you?**

**For example: conflict within the workplace, tight deadlines, organisational change.**

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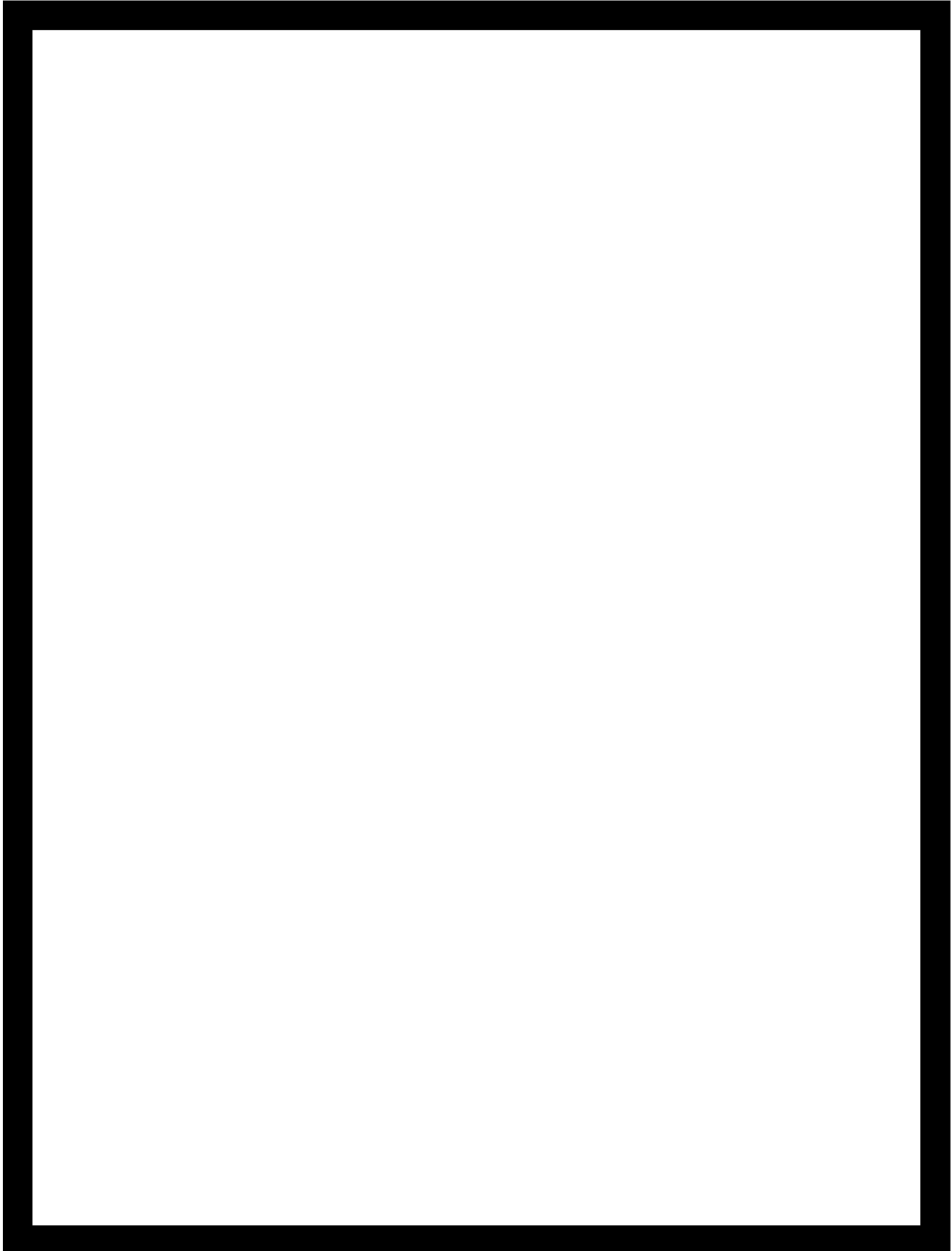
## **How might experiencing poor mental health impact on your work?**

**For example: difficulty in making decisions, struggling to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches.**



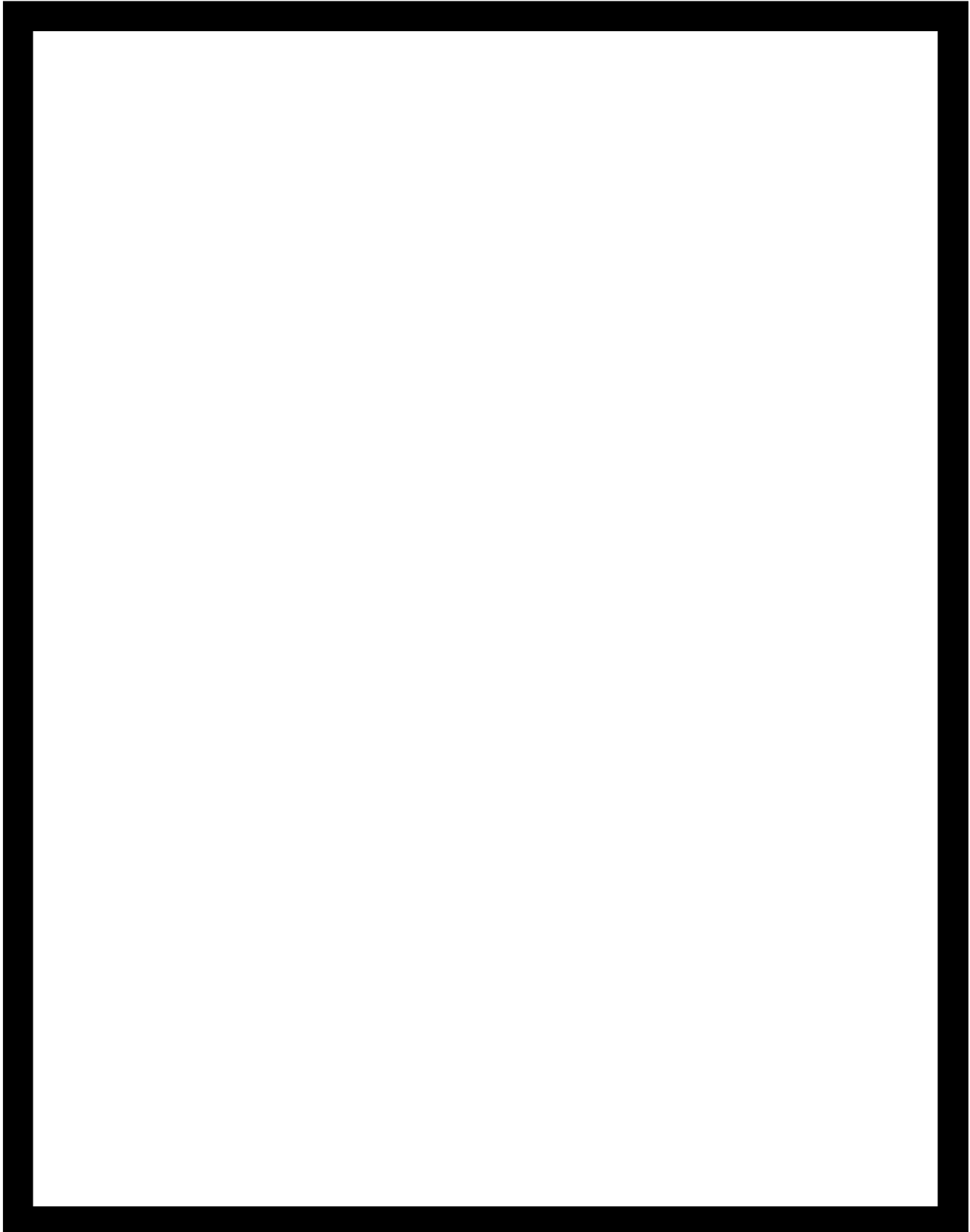
**Are there any early warning signs that we might notice when you are starting to experience poor mental health?**

For example: changes in normal working patterns, withdrawing from colleagues.



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

**For example: extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments**



**Are there elements of your individual working style or temperament that it is worth your manager being aware of?**

For example: a preference for face to face contact, requirements of a mentor, access to a quiet space to consider your work.



**If we notice early warning signs that you are experiencing poor mental health - what should we do?**

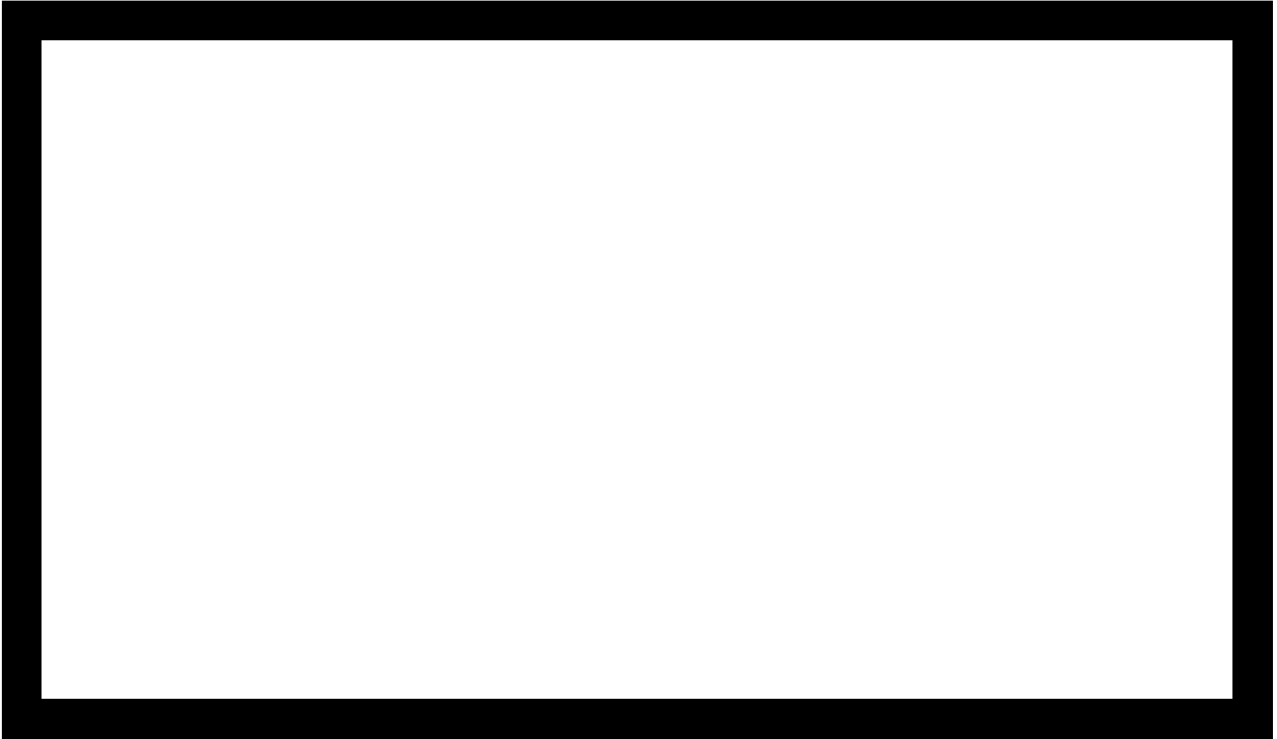
For example: discuss with you discreetly, contact someone you have asked us to in such situations.





**What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?**

For example: a break from your desk and going for a short walk, or asking your line manager for support.



**Is there anything else that you would like to share?**

