

My Wellbeing Action Plan



What is a Wellbeing Action Plan?

A Wellbeing Action Plan (WAP) is a personalised and practical tool designed to support your mental health and wellbeing in the workplace.

It will help people identify what keeps them well at work, recognise potential stressors, and outline strategies to manage their mental health and wellbeing. WAPs encourage open conversations between employees and managers to help them understand how best to support your needs. The tool encourages and fosters a supportive work environment that enhances job satisfaction, productivity, and performance.

The Wellbeing Action Plan can be used as a tool to support with managing stress in the workplace. The tool helps us to recognise warning signs and causes of stress (in work, or outside of work), as well as considering what we need to achieve or maintain good wellbeing.

If sharing with your manager and/or HR department:

- This plan will help your manager understand your needs and how to support you.
- The form should only include information you're comfortable sharing related to your job, and helps establish practical workplace support. (Only complete 'In Work' boxes.)
- This form should be held securely as the contents are confidential to you.
- This form should be reviewed together to capture up-to-date information.
- This form is not legally binding.

Section 1: Good wellbeing

It's important to consider the things that are good for our wellbeing both inside and outside of the workplace, so that we can create balance in our day-to-day life.

It's helpful to make note of the things that support our wellbeing, so that we can refer back to this at times when we are struggling or feeling stressed.

It's easy for us to deprioritise what is good for our wellbeing when we are overwhelmed, such as routine, balanced diet, exercise, sleep, and seeing family or friends.

What helps you maintain your mental health and wellbeing?

Consider: activities, people, a way of thinking, habits, etc. Don't forget the day-to-day things — they're easy to take for granted.

Examples in work: taking a lunch break away from my desk, making a to-do list in priority order.

Examples outside of work: engaging in hobbies, spending time with friends/family, making time for self-care.

In work

Outside of work



Are there any situations that impact negatively on your mental health and wellbeing?

Consider: the sort of events/situations that cause you stress or anxiety — are there common themes you need to look out for?

Examples in work: high workload, organisational change, conflict, etc.

Examples outside of work: relationship difficulties, household finances, etc.



In work

Outside of work

What are my early warning signs?

Consider: What are the signs you may be starting to experience stress/poor mental health?

Think about how this impacts the way you feel physically, emotionally, behaviourally, and cognitively.

Examples in work: become irritable, less talkative, withdraw from meetings, etc.

Examples outside of work: cancelling plans with friends, fatigued, mood changes, etc.

In work

Outside of work

Section 2:
Challenging times

What causes me stress/poor mental health?

Consider: potential triggers or stressors that impact negatively on your mental health at home and in the workplace.

Examples in work: speaking in meetings, juggling multiple deadlines, differences in communication styles, etc.

Examples outside of work: dates or seasons might be difficult, interpersonal relationships or family conflict, etc.

In work

Outside of work

How might experiencing mental health challenges impact you?

Consider: What are the signs that you have become overwhelmed and are now experiencing stress/poor mental health? What might others notice? What changes you have seen in yourself?

Examples in work: working longer hours, not taking a lunch break, losing concentration, etc.

Examples outside of work: avoiding activities or gatherings, stop attending classes or carrying out hobbies, etc.



In work

Outside of work

Section 3: Support

If I start to experience stress/ poor mental health I can...

Consider: things you could do differently at work or at home. This might be based on steps you've found helpful in the past, or things that you'd like to try.

Examples in work: ensuring you take a lunch break, talking to colleagues, flexible working, etc.

Examples outside of work: making time for physical activity/exercise, getting an early night, etc.

In work

Outside of work

If others notice I'm experiencing stress/poor mental health, they can...

Consider: how others have supported you in the past, or things that you would find helpful from others. Examples of workplace adjustments or support that others could provide.

Examples in work: check-in with a colleague, discuss workload with line manager, etc.

Examples outside of work: have a catch up with a friend, ask a family member to support you with household responsibilities, etc.

In work

Outside of work

I can get support from:

List all of the different places you can get support — this might be people's names/ numbers, organisations, charities, etc.

Examples in work: HR or Employee Assistance Programme, manager or colleague, etc.

Examples outside of work: A friend or family member, GP, or support line such as Samaritans 116 123, etc.

In work

Outside of work

Complete this section if using in your workplace:

Employee signature: _____

Date: _____

Line manager signature: _____

Date: _____

Date to be reviewed: _____

Date: _____

