

# Supporting a Caring Workforce

Prompts for building a meaningful and personal wellness plan

These prompts have been drawn from a number of wellness plans including:

- [Health and Wellbeing Plan - Central and North West London NHS Foundation Trust](#)
- [My Safety Plan – headspace Bentleigh](#)
- [Platform / Peer Support Wellness Plan – Orygen Youth Health Platform](#)
- [A personal health and wellbeing plan for family, friends and carers - ImROC](#)

## How do I use this plan?

The questions below were drawn from numerous wellness plans.

A wellness plan can be tailored to you and your needs.

Read through the questions below.

Think about what you think might be useful for you.

Talk to others about what they might find useful and why.



Select the questions you think would be useful to you.

Cut out the questions you want.

Paste them onto a new page.

Add your own questions.

Complete your own wellness plan.

# Strategies

What are some of the activities / hobbies / interests / things you enjoy doing that help you to stay well?

What strategies have worked for you in the past when things felt like they were 'piling up' or you started to feel stressed or down or like your wellness was fluctuating?

Things I need to do every day or week to keep on top of things

## AT HOME

For example having a proper breakfast, having an hour to myself for reading, getting some exercise, setting aside time for household chores, speaking to friends.

## AT WORK

For example filing my emails, catching up with my colleagues, remembering my lunch, professional reading

# Strategies

Things I can do to get myself back on an even keel when I feel upset, angry, discouraged or stressed out...

A plan for managing difficulties and things that upset me

**Things that happen which make me feel hurt, angry, discouraged, stressed out**

**What I can do to alleviate these feelings**

What things have helped in the past?

Maybe there are things in your 'first aid kit' that could help?

Maybe you could ask someone you trust for suggestions?

# Strategies

Things I can do to get myself back on an even keel when I feel upset, angry, discouraged or stressed out...

A plan for what to do when everything is getting too much for me

## How I can tell if things are getting too much?

E.g. feeling unusually tired, irritable or over-sensitive; difficulty getting to sleep or waking up in the night; worrying, ruminating, feeling low and dispirited, not feeling hungry or over-eating, drinking more than usual, getting upset about things you usually take in your stride

## Things I can do to stay OK? What has been useful before?

E.g. confiding in family and friends, arranging to take a break; cutting down on some activities; making a list of things to do; remembering you have got through difficulties in the past, your strengths and what is going OK; giving yourself a treat

## Things other people can do to help

E.g. asking a friend, colleague or relative to take on some of your responsibilities, going to see your GP or calling the mental health team for support, asking the person you support for assistance. Other people may also be able to help you tell if things are getting too much.

# Strategies

When can I do the things I need to do and the things that are important to me?

Maybe it would be useful to create a schedule for your week

Maybe it would be useful to think about the conditions under which you can do these things. E.g. I could go to the gym on the mornings I don't have early meetings. I will text my friend to organise a time to chat at the start of the week.

	AT HOME	AT WORK
SUN		
MON		
TUES		
WED		
THURS		
FRI		
SAT		

# Strategies

## When I am in a crisis

Think about who is there to help with other things that might lead you to feel you are in a crisis.  
It may be different for different kinds of crises.

### People I can contact (and their phone numbers)

### Other things I can do

List of things I could do for myself, or used to do on a regular basis, that will maintain my health and wellbeing.

#### AT HOME

#### AT WORK

What gets in the way of me doing these things?

How might these obstacles be overcome?

# Resources

Is there a service that provides you with support?

Write down information / contact details / how you'd like this information used

How do the people I work with help me and what do I find helpful about them?

This could be colleagues or service users e.g. they may offer practical help with chores or caregiving, share specialist knowledge or skills, and be good at listening.

Who else in my life supports me? How do they support me?

Where do I turn when I feel stressed? At work / outside of work.

There may be different people you can talk with about different situations and stresses

What other resources do I have?

This might include other supports in relation to mental health or other aspects of life - other people, having enough money to take a break, spirituality

# Reflection

Spend a few minutes drawing / writing about how you see yourself at work.

Particular things I want to communicate about what I consider to be best practice when it comes to supporting others with their mental health – what are my values related to this work?

There might be things you value in your team that others don't. Writing these down and sharing them might help everyone understand who feels responsible for what, and it may mean you do not have to be the only one to remember them.

My strengths and what I value most about myself

Things that are important to me outside my job

Think about the things you enjoy and value like leisure activities, hobbies, religious/ spiritual activities, social activities, 'me' time ....

What does the word recovery mean to me?

What's important to me?

How would I describe myself when I am feel at my best? How would others describe me?

Aspirations – having dreams and ambitions are one of the keys to living a meaningful and satisfying life.

What are my most valued goals / ambitions at this point in time?

What are the first steps I can take to achieving it?

# **Self-Awareness**

What are some of the signs you would notice in yourself, or that others might notice, that would indicate that you are becoming unwell?

Are there any particular topics or certain things that you find difficult to talk about / hear about that you may like some support around or would prefer not to be a part of?

## **Vulnerabilities**

Who or what threatens my safety?

What tends to happen when I feel unsafe?

When do I feel most vulnerable?

Are there any triggers I can recognise?

## **Coping Strategies**

What are the coping strategies that have helped me in the past?

What are other coping strategies that I could try in the future?

What things should I avoid when I am feeling unsafe or vulnerable?

# **Self-Awareness**

## **Coping Strategies**

Who can I reach out to when I am vulnerable?

Which circumstances might you contact them?

What after-hours supports do I have?

## **Safety in the Program**

How will I let my team know that I feel unsafe or vulnerable?

In the event that I feel unsafe or unwell,  
is there anything in particular I need from my team to do/ not do?

Who would I like to be contacted if an emergency arises?

## **My Own Crisis Plan**

If I feel very unsafe or unwell,  
what specific steps will I take to help myself/ get the help I need?

# **Self-Awareness**

Have I noticed any significant events / times / situations which increase my stress levels and affect the way I am feeling? Some of these may act as triggers for me, which may knock me off balance.

<b>List of my identified triggers</b>	<b>Things I can do to minimise the impact</b>

# Self-Awareness

Early warning signs can be the first indication that I need to take action. These signs are individual to me and can be very subtle at first, but once familiar with them they can be easier to identify

List of my early warning signs	The actions I can take / things that have helped in the past

There may be occasions when things feel out of control. When things are getting really bad, how would I know? What changes would I notice?

# Personal Information

In case of emergency details – medical / emotional / spiritual? How would you like information shared with this person? What information would you like shared?

# My Role

What I do to support others with their mental health challenges?

This may include practical things like helping them budget or find somewhere to live; talking on the phone; being available in the background; supporting their independence; monitoring their wellbeing; providing counselling; supervision; debriefing; course development; participating in clinical review; running groups

What are the most challenging aspects of my role?

What do I need in order to meet these aspects of my role?

**Things that help me feel I am doing a good job**