



Wellness Action Plan

A guide with a practical template for
employees and managers

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What is a Wellness Action Plan?

Wellness Action Plans are a personalised, practical tool we can all use - whether we have a mental health problem or not - to help us identify what keeps us well at work, what causes us to become unwell, and how to address a mental health problem at work should you be experiencing one.

It also allows a conversation with your manager for them to better understand your needs and experiences and ultimately better support your mental health, which in turn leads to greater productivity, better performance and increased job satisfaction.

We all have mental health just as we all have physical health, and this Wellness Action Plan has been designed to support us all to manage our mental health.

Wellness Action Plans are also particularly helpful during a return-to-work process, as they provide a structure for conversations around what support will help you and what workplace adjustments might be useful to discuss and consider with your manager.

The information included within this document is based on guides and templates produced by Mind, the mental health charity operating across the UK and also SAMH

Helpful definitions

Mental health

We all have mental health, just as we all have physical health. How we feel can vary from good mental wellbeing to difficult feelings and emotions, to severe mental health problems.

Mental wellbeing

Is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential.

Poor mental health

When we struggle with low mood, stress or anxiety we are experiencing poor mental health. This might mean we're also coping with feeling restless, confused, short tempered, upset or preoccupied. We all go through periods of experiencing poor mental health - mental health is a spectrum of moods and experiences and we all have times when we feel better or worse.

Mental health problems

We all have times when we struggle with our mental health. A mental health problem is when difficult experiences or feelings go on for a long time and affect our ability to enjoy and live our lives the way we want. You might receive a specific diagnosis from your doctor or just feel more generally that you are experiencing a prolonged period of poor mental health.

Common mental health problems

These include depression, anxiety, phobias and obsessive-compulsive disorder (OCD). These make up most of the problems that lead to one in four people experiencing a mental health problem in any given year. Symptoms can range from the comparatively mild to very severe.

Severe mental health problems

These include conditions like schizophrenia and bipolar disorder, which are less common. They can have varied symptoms and affect your everyday life to different degrees and may require more complex and/or long-term treatment.

Work-related stress

Work-related stress is defined by the Health and Safety Executive as an adverse reaction to excessive pressure or demands placed on us at work. Stress, including work-related stress, can be a significant cause of illness. It is known to be linked with high levels of sickness absence, staff turnover and other issues such as increased capacity for error. Stress is not a medical diagnosis, but severe stress for a long time may lead to a diagnosis of depression or anxiety, or other mental health problems.

Burnout

Burnout isn't technically a diagnosis, but instead refers to a collection of symptoms. You may feel exhausted, have little motivation for your job, feel irritable or anxious and you may see a dip in your work performance.

Using a Wellness Action Plan

How to get started

Plan in some time to fill in your Wellness Action Plan and think about the current pressures you're facing, the impact they're having on your mental health and wellbeing and what you can put in place to deal with these.

Being with your colleagues in your venue can support social connection and aid collaborative activities, but it can present unique challenges. You might wish to reflect on the extent to which it enables your flexibility to carry out responsibilities you might have outside of work, the extent to which you can concentrate on work in a busy or loud environment and the extent to which it might be more difficult to communicate with colleagues across other teams or departments if they're working remotely.

It's useful to think about what support your manager can put in place to support you and to discuss these topics with your household if working from home.

Once you've completed your Wellness Action Plan, it's helpful to review it regularly. This can help you log any learnings or helpful practices. It's also beneficial to understanding your triggers and to make sure you're adapting to any changes in your work arrangements.

Things can change daily so it's important to keep on top of identifying what keeps you well and to check the things you've put in place are working.

Ways of working

Following COVID19, Glasgow Life has been working in new ways, with an increased number of colleagues utilizing hybrid working, across a greater range of locations and with increasing levels of flexibility. These new ways of working can present new challenges, many of these may be unique to specific service areas or teams, as you recognize these challenges and understand how best to address them, you may find it useful to incorporate this information within your Wellness Action Plan.

Sharing your Wellness Action Plan

A Wellness Action Plan can be a useful self-reflective tool, but if you think it would be helpful you can share your completed Wellness Action Plan with your manager to support conversations about your wellbeing.

Your manager can help identify when you may be becoming unwell or help you put things in place to help you stay well. You could also share it with colleagues to promote openness and understanding so you can work effectively with each other and offer support.

Top Tips for staying well at work

Identify your triggers

We're all different. What affects someone else's mental wellbeing won't necessarily affect yours in the same way. We all have times when we feel stressed, upset or find it difficult to cope. Working out what triggers poor mental health for you can help you anticipate problems and find solutions. Whether it's taking in too much negative news and media or a heavy workload, finding out your triggers can help.

Connect with colleagues

Evidence suggests that feeling close to and valued by other people is a basic human need. Good relationships are important to our wellbeing. Explore the social opportunities that might be available such as fitness classes or book clubs. Joining lunch-and-learn sessions or striking up conversations with colleagues over a coffee in the staff areas can also be a great way to build professional relationships.

Take time for yourself

Spending time on yourself is essential for your wellbeing, and helps you be more resilient. It's vital to prioritise your own needs sometimes, rather than the demands of your work. Ignoring your needs can lead to stress and burn-out. Ensure you take your full break entitlement throughout the day. A short break can help you feel recharged and refreshed. It can also give you a different perspective on any work problems.

Be kind to yourself

It's important to be kind to yourself and remember that it's okay not to be okay. We may feel different from one day to the next as situations change so it's important to give yourself grace.

Celebrate the small successes

We all want to contribute and make a difference to the things we work on; we want to feel accomplished and that we've achieved something. So, it's important to celebrate the successes, big and small. Some days that might mean a great piece of work, other days it could mean doing housework or making the bed. Try to identify one small thing each day that you can accomplish.

Get the basics right

Quality sleep, a good diet and proper hydration can make all the difference to your workday. Be sure to keep yourself well hydrated throughout the day and, if you're struggling with sleep, consider looking at the My Wellbeing pages within our [Colleague Information pages](#).

Learn to say no

It can be easy to take on more work than you can manage, but over time this can lead to stress and burnout. Try to protect your mental health by politely saying no to extra demands when you don't have capacity. If you feel unable to decline additional work, be sure to clarify with your manager what existing work should be delayed or dropped to accommodate it within your workday.

Ask for help

If you feel your workload is spiraling out of control, take the opportunity to discuss it with your manager or supervisor. Discuss what work you should prioritise. If you're encountering a bottleneck related to other teams, departments or staff, discuss what support your manager might be able to provide in addressing some of these issues.

Set boundaries

It can feel easy to bring work home, especially if you've had experience of hybrid working. Consider how you communicate clear boundaries with colleagues, such as making clear your working hours using your diary or email signature and investigate how you can properly manage work notifications to your digital devices outside of working hours.

Tips for Managers: Supporting your employees in completing a wellness action plan

As a manager, your role in helping an employee complete their Wellness Action Plan is essential to fostering a supportive work environment. Start by creating a safe, open space for the conversation—ensuring the employee feels comfortable sharing their mental health experiences and needs. Be an active listener and approach the discussion with empathy and without judgment. Encourage the employee to reflect on their current mental health and any triggers or pressures they're facing at work. Offer guidance but let them take the lead in filling out their plan to ensure it remains personal and meaningful.

Be sure to highlight that the wellness action plan is a dynamic tool that can be updated as needed—encouraging regular check-ins to review progress or adjust support strategies as their needs change. Discuss reasonable workplace adjustments that could make a difference, it's important to approach these conversations with a collaborative mindset, ensuring that the plan not only supports their mental health but also aligns with your teams' priorities. Lastly, reassure them that the wellness action plan is a confidential document unless they choose to share it, and that your goal is to provide the best possible support for their well-being. Please remember that this is a supportive tool and is not compulsory for the employee to complete.

Be sure to signpost your employee to the My Wellbeing pages found [here](#) for additional support and resources



Wellness Action Plan

A Wellness Action Plan is a personal tool that colleagues can use to support their mental health and wellbeing at work—whether in a physical workplace or working remotely. It's not compulsory, but it can be a helpful way to understand your working style, identify stress triggers, and recognize how you respond to challenges. By outlining steps to stay well, this plan also empowers you to communicate your needs effectively with managers, colleagues, and even those at home, fostering a supportive and productive environment.

What helps you stay healthy at work?

For example, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, opportunities to get to know your colleagues)

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, difficulty with concentration, drowsiness, confusion, headaches)

Are there any warning signs that might be noticed by others when you are starting to experience poor mental health?

(For example, irritability, less interaction with colleagues)

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

(For example, regular catch-up time with your manager, guidance on prioritising workload)

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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, practice breathing exercises or mindfulness, attend a gym session)

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Is there anything else that you would like to share that would support your mental health at work?

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Agreement

We acknowledge that this Wellness Action Plan reflects the discussions held and serves as a guide to support wellbeing at work

Employee's signature and date:	
Manager's signature and date:	