



**SALUSPHERE**  
GLOBAL

**Empowering People & Culture**

# **Wellbeing Action Plan**

A comprehensive guide to understanding, creating, and implementing your personal Wellbeing Action Plan to support mental health and performance at work.

# What is Wellbeing?

The **World Health Organization (WHO)** defines wellbeing as "**a state of complete physical, mental, and social wellbeing, and not merely the absence of disease or infirmity.**"

In simple terms, wellbeing is often described as the state of simply **feeling good**.

## Why is it important?

Maintaining a state of wellness offers numerous benefits, including:

- Improved physical and mental health.
- Faster recovery from illness.
- Higher educational attainment and greater productivity.
- An overall healthier lifestyle.



Science has increasingly focused on the link between wellbeing and **workplace performance**. Happier, well-supported employees are more engaged, productive, and less likely to be absent or leave their jobs. The core idea is simple: **happier staff work harder, more effectively, and for longer**, leading to greater long-term business success.

An employee's individual happiness is influenced by many factors, such as their mental condition, work-life balance, stress levels, tiredness, job satisfaction, and family life.



# What is a Wellbeing Action Plan (WAP)?

A Wellbeing Action Plan is a practical, individual tool designed to help you proactively manage your mental health at work.



## Inspiration

The WAP is based on Mary Ellen Copeland's evidence-based Wellness Recovery Action Plan® (WRAP®), used globally for mental health management.



## Purpose

It helps you identify what **keeps you well** at work, what **causes you to become unwell** (your triggers), and how to **address a decline** in your mental health.

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The WAP also facilitates open discussion with your manager or supervisor, allowing them to better understand your needs and experiences. This support, in turn, often leads to **greater productivity, better performance, and increased job satisfaction**.

Just as we all have physical health, we all have **mental health**. The WAP is a tool to support everyone in managing their mental health, regardless of where they currently are on the spectrum.



# Using Your WAP

## Creating Your Plan

Set aside dedicated time to complete your WAP. Reflect on your current challenges, how they impact your wellbeing, and what steps you can take to manage them.

### Key Reflection Areas:

1

#### Work Environment

Consider how your current work setup (e.g., in-office, remote, or hybrid) affects you. Does it offer the flexibility needed for outside responsibilities? Can you concentrate in a busy environment? How easily can you communicate with remote or cross-functional colleagues?

2

#### Support

Think about the support your manager can provide. If you work from home, discuss these topics with members of your household as well.

# Review and Share Your WAP

## Review

It's helpful to **review your WAP monthly** as circumstances change. This allows you to adapt to changes in your work arrangements, understand new triggers, and incorporate any helpful practices you've learned.

## Share (Optional)

While it's a useful individual tool, consider sharing your completed WAP with your manager. This supports conversations about your wellbeing and enables them to help **identify early signs** of you becoming unwell and **proactively implement support** to help you stay well.

Sharing with colleagues can also promote openness and understanding, fostering a supportive environment for effective teamwork.







# Elements of Wellness at Work

Prioritising your wellbeing helps you build resilience and perform at your best.

## Identify Your Triggers

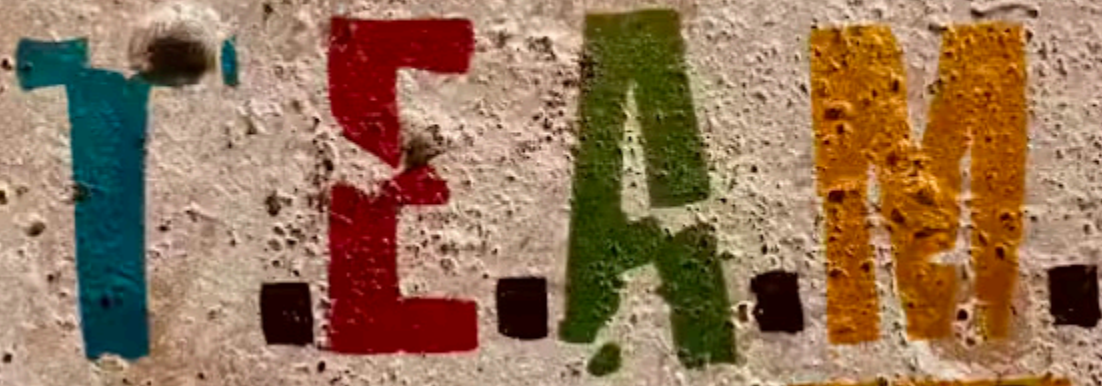
Understand what specifically causes poor mental health for *you*. Knowing your personal triggers helps you anticipate issues and find solutions proactively.

## Take Time for Yourself

Self-care is essential for resilience. It is vital to prioritize your own needs and downtime over the constant demands of work.

## Be Kind to Yourself

Accept that it's okay not to be okay. Our feelings and situations change daily, so self-compassion is important.



## More Elements of Wellness

### **Celebrate Success**

Recognize and acknowledge your contributions and achievements, both big and small, to maintain a sense of accomplishment.

### **Connect with Colleagues**

Good relationships fulfill a basic human need and are crucial for overall wellbeing. Make an effort to connect and feel valued by others.

### **Ask for Help**

If your workload feels overwhelming, talk to your manager or supervisor. Discuss work priorities and negotiate realistic timelines, deadlines, or the scope of the work.



# Wellbeing Action Plan Template: Key Areas

A WAP is a reminder of what you need to stay well, awareness of your working style and triggers, and a tool to communicate these to your manager and colleagues.



## Working Arrangements

What are your current and desired working arrangements?



## Working Style

Are there any characteristics of your individual working style you'd like your manager or colleagues to know?



## Stays Well

What activities, conditions, or resources help you stay mentally healthy?



## Proactive Support

What can you, your manager, or colleagues put in place to proactively support you and minimize your triggers?



## Impact of Poor Health

How might experiencing poor mental health impact your work performance?



## Early Warning Signs

Are there any early warning signs of poor mental health that might be noticed by your manager or colleagues?



## Action Plan

What specific actions would you like to be taken if your manager or colleagues notice these early warning signs?



# Your wellbeing matters.

**Take the first step today by creating your Wellbeing Action Plan.**

Remember: maintaining your mental health is an ongoing journey, not a destination. Review your plan regularly, be kind to yourself, and don't hesitate to reach out for support when you need it.