



SALUSPHERE
G L O B A L

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.

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

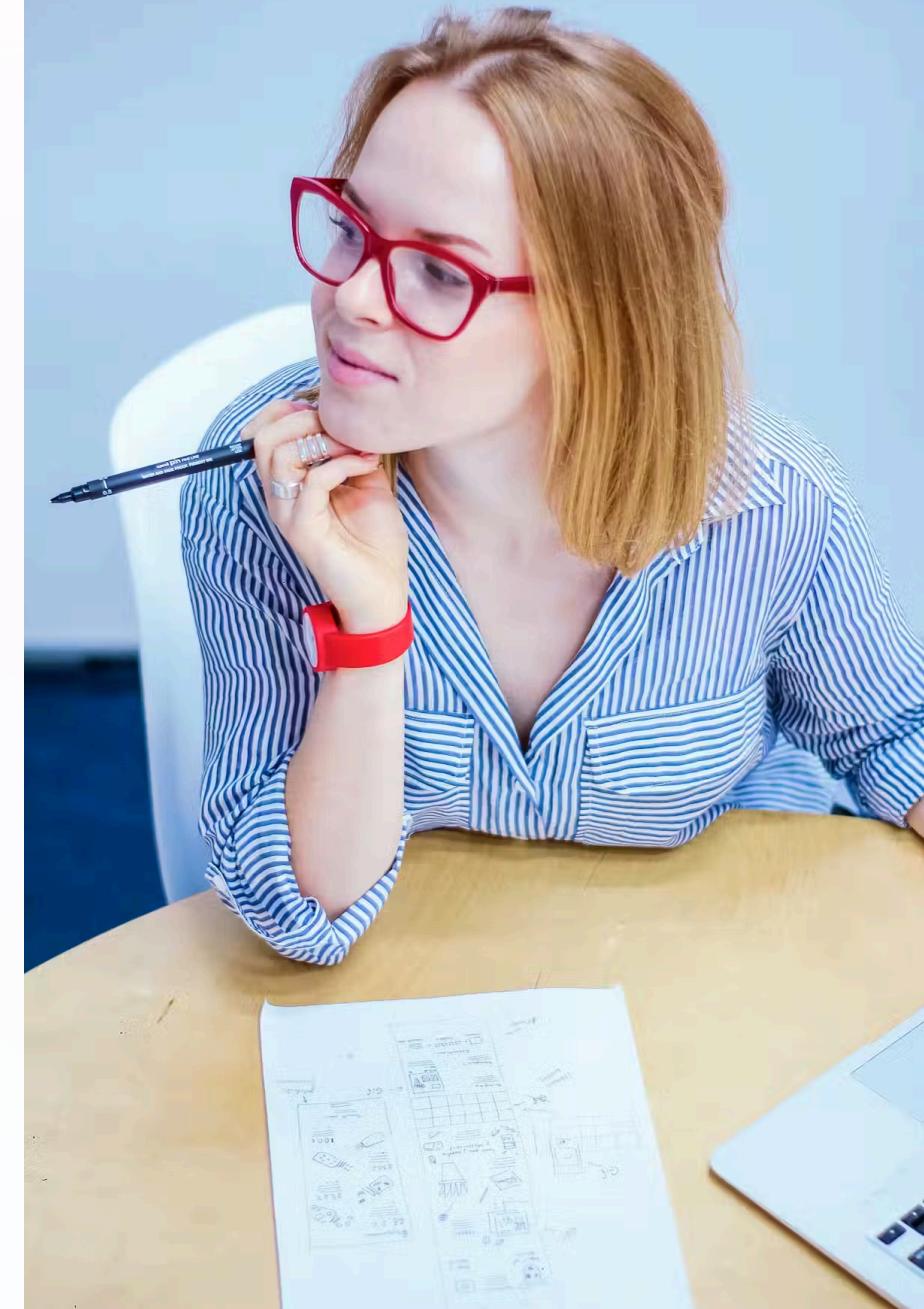
Review

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.