**Wellness Action Plans (WAPs)**

**Supporting your mental health at work**

The WAP is inspired by Mary Ellen Copeland’s Wellness Recovery Action Plan® (WRAP®): an evidence-based system used worldwide by people to manage their mental health. The WAPs are a personalised, practical tool that can be used by all – 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. It also helps us open up a dialogue and start mental health conversations.

A WAP reminds us what we need to do to stay well at work. It also helps us develop an awareness of our working style, stress triggers and responses.

**PART ONE – SELF AWARNESS**

|  |
| --- |
| 1. **What am I like when I am feeling well at work?** *(Motivated, energetic, supportive of others, patient etc)* |
|  |
| 1. **What helps me stay mentally well at work?**   *(taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues)* |
|  |
| 1. **Are there any situations at work that can trigger poor mental health for me?**   *(conflict at work, organisational change, tight deadlines, something not going to plan)* |
|  |
| 1. **How might experiencing poor mental health impact my work?**   *(Difficulty making decisions, struggle to prioritise work tasks, difficulty with concentration)* |
|  |
| 1. **Are there any early warning signs that we might notice when you are starting to experience poor mental health?**   *(changes in normal working patterns, withdrawing from colleagues)* |
|  |

**PART TWO – SUPPORT AND TAKING ACTION**

|  |
| --- |
| 1. **What could be put in place to minimise triggers or help you to manage the impact?**   *(extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns)* |
|  |
| 1. **Are there elements of your individual working style that it is worth your manager being aware of?**   *(preference for more face to face/telephone or more email contact, a need for quiet reflection time prior to meetings, negotiation on deadlines before they are set, having access to a mentor, clear deadlines, tendency to have particularly high or low energy in the morning or in the afternoon)* |
|  |
| 1. **If you notice early warning signs that you are experiencing poor mental health – what will you do?**   *(talk to my manager/colleague, start taking breaks, prioritise work, take time off)* |
|  |
| 1. **If we notice early warning signs that you are experiencing poor mental health – what should we do?**   *(talk to you discreetly about it, contact someone that you have asked to be contacted)* |
|  |
| 1. **Is there anything else that you would like to share?** |
|  |