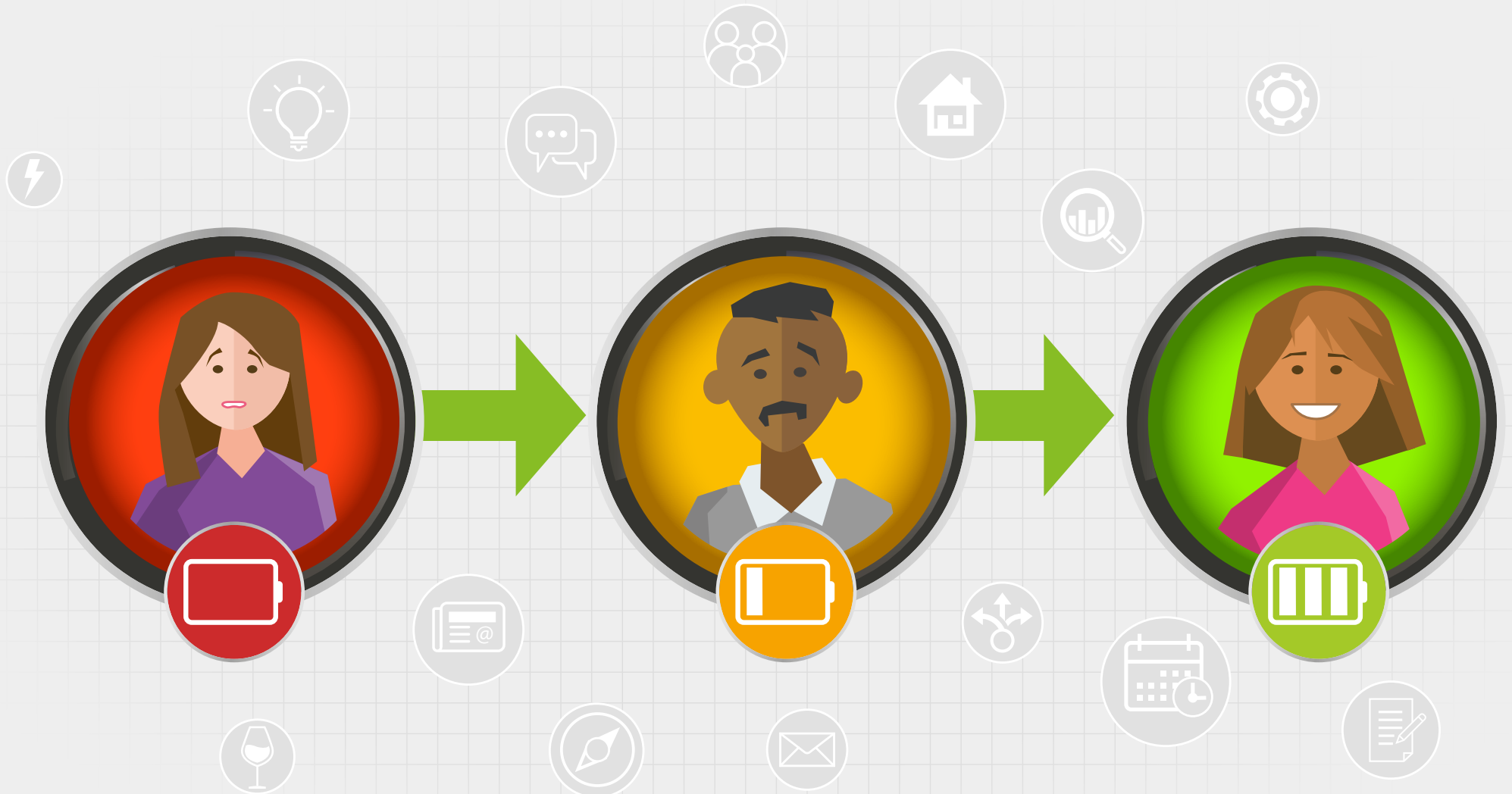
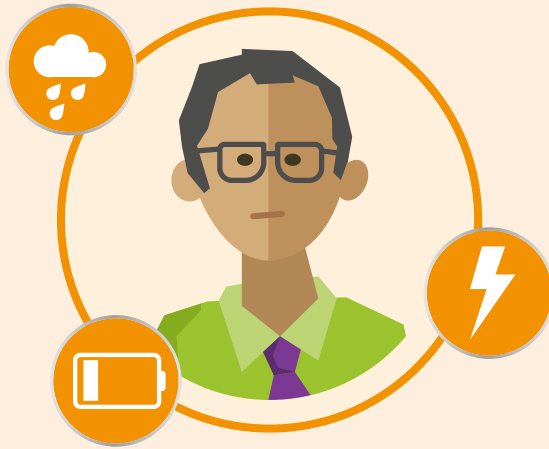


# WELLBEING PLANNING TOOL





## **Step 1**

### **Knowing your warning signs**

The first step to looking after your own wellbeing is to look out for and recognise the early warning signs that tell you your wellbeing might be at risk. Use the first “traffic light” section of the plan to reflect on what your own early warning signs are, and what red, amber and green look like for you.

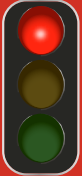




## **Step 2**

### **Actively manage your wellbeing**

We are all different and have our own unique ways of managing stress at work, and at home. Use the second step of the plan to reflect on what works for you, and what you will commit to doing in order to maintain your wellbeing when you notice your own warning signs.

**Step 1:** Some common examples of the signs that your wellbeing is at threat

At risk warning	Type of wellbeing		
	Physical wellbeing Examples:	Psychological Wellbeing Examples:	Social Wellbeing Examples:
 <p><b>Red</b> Stop, take action</p>	<ul style="list-style-type: none"> <li>+ Disrupted / no sleep</li> <li>+ Exhausted or lethargic</li> <li>+ Drinking alcohol / abusing substances to cope</li> <li>+ No physical or leisure activity</li> </ul>	<ul style="list-style-type: none"> <li>+ Feeling unable to cope or afraid nearly all the time</li> <li>+ Becoming angry at work and at home</li> <li>+ Totally absorbed in thoughts about difficult or terrifying work events</li> </ul>	<ul style="list-style-type: none"> <li>+ Isolated from or avoiding connections with colleagues</li> <li>+ Cut off from family and friends</li> <li>+ Avoiding and/or dreading any social activity, social isolation</li> </ul>
 <p><b>Amber</b> Possible risk: time to do something</p>	<ul style="list-style-type: none"> <li>+ More tired / weak than normal</li> <li>+ Reducing activities that bring sense of enjoyment / meaning</li> <li>+ Infrequent or unhealthy eating and drinking</li> </ul>	<ul style="list-style-type: none"> <li>+ Feeling angry or anxious, low or sad at work much of the time</li> <li>+ Difficult to focus: At the edge of your personal “stretch” zone</li> <li>+ Can’t stop thinking about difficult events from the work shift</li> </ul>	<ul style="list-style-type: none"> <li>+ Limited sense of connection with work colleagues / team</li> <li>+ Reduced social contact</li> <li>+ Withdrawing mentally from loved ones</li> </ul>
 <p><b>Green</b> None</p>	<ul style="list-style-type: none"> <li>+ Physically fit and strong, exercising as normal</li> <li>+ Sleeping well, rested</li> <li>+ Eating and drinking as normal</li> </ul>	<ul style="list-style-type: none"> <li>+ Enjoying leisure activities</li> <li>+ Feeling mentally well, focussed</li> <li>+ Being interested and curious about the world</li> </ul>	<ul style="list-style-type: none"> <li>+ Feeling connected to colleagues, regular opportunity for check ins</li> <li>+ Regular meaningful restorative contact with loved ones</li> </ul>

**Step 1:** What are your personal warning signs?

What are my warning signs? What tells me I'm feeling stressed?	Physical	Psychological	Social
 <p><b>Red</b>                      Feeling stressed, stop – time to do something straight away</p>			
 <p><b>Amber</b>                      Feeling a little stressed, time to do something different</p>			
 <p><b>Green</b>                      I'm ok, no need to do anything differently</p>			

## Step 2: Some common examples of ways to preserve our wellbeing

### DURING WORK

#### Physical wellbeing - Doing

- + Permission from self and others to take breaks in a safe environment
- + Eat and drink well
- + Pace yourself



#### Psychological wellbeing - Thinking and Feeling

- + Focus attention on what you can control
- + Notice and limit repeatedly thinking about challenging events
- + Understand normal responses to stress
- + Notice your own stress response, acknowledge it is OK and normal to feel stress
- + Take mental 'breathing space' breaks when physical ones may be impossible

#### Social wellbeing - Connecting

- + Opportunities for regular check in with colleagues
- + Work with a buddy where possible
- + Maintain a connection with outside support in breaks

### LEAVING WORK

#### Physical wellbeing - Doing

- + Do a physical 'check in' - "Am I OK?"
- + What steps do I need to take to be OK?
- + Who can I speak to / what do I need?

#### Psychological wellbeing - Thinking and Feeling

- + Take a moment to say to yourself "Today's shift is over. I have done what I can"
- + Reflect on your day and acknowledge your feelings. What went well?
- + Intentionally switch your attention to home, restore, recharge, replenish and rest

#### Social wellbeing - Connecting

- + Connect and share with colleagues
- + Check on your colleagues before you leave. Are they OK?



### AT HOME

#### Physical wellbeing - Doing

- + **Balance** - try to plan activities that you know help you relax and that provide light to the shade of the day's work
- + Prioritise rest, exercise and eating
- + Plan a wind-down routine to sleep

#### Psychological wellbeing - Thinking and Feeling

- + **Awareness** - notice the day's impact on your Body, Emotions, Relationships and Activity
- + Plan a wind-down routine to mentally and physically disconnect from work
- + Take time to consciously switch off mentally from work



#### Social wellbeing - Connecting

- + **Connection** - create and sustain mental and physical connections to people and activities that are important
- + Connect also to your values - why is this work important to you and your community?

**Step 2 Wellbeing plan:** What do I commit to doing to protect my wellbeing when I notice any amber warning signs?

My amber warning signs are:

When I notice them, to protect my wellbeing I will:

	Physical: What will I do and not do?	Psychological: How do I want to think and feel?	Social: Who will I connect with? Who will I talk to about how I am feeling?
At home:			
At work:			

## Wellbeing Planning Tool

This resource may be made available, in full or summary form, in alternative formats and community languages.  
Please contact us on **0131 656 3200** or email [altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk).



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