

# Personal wellbeing plan

We would like to help you to manage your wellbeing in and out of work. This personal wellbeing plan, although it belongs to you, is a tool to help you and your manager have open conversations about things that are important for your health and wellbeing.

This document looks at things that you can do or change to help you feel well and also helps your manager know if there are things they can support you with that could improve your wellbeing. You can use it to aid discussions about those areas which are important to you and that may impact on your health and wellbeing.

The things you record in your plan are to help facilitate open conversations with your manager. This document is yours to own and should not be kept on your personal file.

We recommend that this is completed at least once a year and reviewed at intervals agreed by you and your manager.



## About You

Your name	
Your manager's name	
Review date	



## To be completed on your own in advance of meeting your manager

The following areas all impact on our health and wellbeing. Please review the list and ask your manager for information about how to access support if you need it.

Topic Area	Tick if you require information on available support
Exercise and maintaining physical health	
Healthy eating	
Staying hydrated	
Alcohol consumption	
Stopping smoking	
Working safely with display screen equipment	
Effective working relationships	
Managing your workload effectively	
Support for carers	
Financial advice	
Managing sleep	
Substance abuse	
Personal safety, at work and at home, including physical and emotional abuse	

## Are there any other areas of health and wellbeing that you would like information on?



## To be completed with your manager

<p>What does a good day look like for you?</p>	
<p>Do you know how to access health and wellbeing support at work when you need it? What can we (your manager/ tea / organisation) do to improve access?</p>	
<p>Is there anything that has a negative impact on your wellbeing? How can we support you with that?</p>	
<p>What can we do to proactively support you to stay mentally healthy at work?</p>	
<p>What can we (your manager/team/ organisation) do to make work more inclusive for you and to recognise the diversity you bring to the workplace?</p>	
<p>How can we support you to work flexibly to maintain a good work /life balance?</p>	



## Your action plan

Use the table below to record any actions that you have agreed in the meeting.  
You should set a date for when you will review your wellbeing plan.

What will you do to support your health and wellbeing?	
What will your manager do to support your health and wellbeing?	
When will you review your wellbeing plan together?	



## Local signposting

Please use this section to link to your local sources of support such as occupational health, employee assistance programme (EAP).

