



Wellness Action Plan

Guide for people
working remotely



How you work

What are your current and intended working arrangements?

You might wish to share details of your remote workspace, for example whether working in a shared workspace, bedroom or communal home space. You might also wish to highlight any flexibility you've agreed with your manager, for example working hours.

I currently work from my bedroom, which I've set up as a dedicated workspace with a comfortable chair and a desk to ensure productivity. The environment is quiet and suitable for focused work. I also maintain regular working hours unless prior flexibility is agreed upon with my manager.

Are there any characteristics oF your individual working style that you'd like to make your manager or colleagues aware oF?

For example a preference for face to face conversations or digital communications when being allocated work including negotiation on deadlines before they are set, a need for adequate time to prepare prior to meetings or creative tasks, having access to a mentor/buddy for questions you might not want to contact your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear quality criteria for work outputs if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon.

I work best when expectations are clearly communicated upfront. I prefer receiving tasks through digital communication so I can review the details, and I appreciate discussing deadlines before they are finalised. I also find it helpful to have adequate time to prepare for meetings or creative tasks. Having a written plan of work that can be reviewed regularly also supports my productivity.

Staying mentally healthy at work

What helps you stay mentally healthy at work?

For example, taking an adequate lunch break away from your workspace, getting some exercise before or after work or in your lunch break, natural light at your workspace, opportunities to get to know colleagues.

Taking regular breaks, especially stepping away from my workspace during lunch, helps me stay mentally healthy at work.

Are there any situations or behaviours that can trigger poor mental health For you whilst working?

For example, conflict at work, organisational change, tight deadlines, something not going to plan, difficulties in contacting colleagues whilst working remotely.

Certain situations can negatively impact my mental wellbeing at work, such as unclear communication, unexpected last-minute deadlines, or tasks changing without notice.

What can you, your manager or colleagues put in place to proactively support you to stay mentally healthy at work and minimise these triggers?

For example, regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments.

Regular check-ins, clear communication, and setting expectations in advance would help me stay mentally healthy at work. Discussing deadlines ahead of time and being kept informed about any changes also helps minimize stress. Supportive feedback and opportunities to clarify tasks can also make a big difference.

Experiencing poor mental health at work

How might experiencing poor mental health impact on your work?

For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches.

Experiencing poor mental health may affect my ability to concentrate, make decisions, or prioritize tasks effectively. I may also feel more easily overwhelmed by unexpected changes or tight deadlines. Recognizing this early helps me communicate and seek support when needed.

Are there any early warning signs that might be noticed by others when you are starting to experience poor mental health?

Managers and colleagues whilst working remotely

Some early signs that I may be experiencing poor mental health include becoming quieter than usual during meetings, taking longer to respond to messages, or appearing less engaged in discussions.

Any person living in your household whilst working From home

I may also appear less engaged in conversations or more easily frustrated. Being aware of these signs helps those around me understand when I might need space, support, or a short break to reset.

Experiencing poor mental health at work

What actions would you like to be taken if any of these early warning signs of poor mental health are noticed by others?

For example, talk to you discreetly about it, contact someone that you have asked to be contacted.

Managers and colleagues whilst working remotely

If any of these early warning signs are noticed, I would appreciate if colleagues or my manager approached me discreetly to check in.

Any person living in your household whilst working From home

If anyone in my household notices early warning signs of poor mental health while I'm working from home, I would like them to check in with me directly.

Is there anything additional you would like to share that would support your mental health at work?

To support my mental health at work, I find it helpful to have a clear structure to my day, regular breaks, and open communication with my manager and colleagues. Occasional check-ins or feedback sessions help me stay on track and feel supported. Access to resources or guidance for managing workload and stress would also be beneficial.



We're Mind, the mental health charity. We're here to fight for mental health. For support. For respect. For you.

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding.

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