

Mental Well-Being Action Plan

Well-being action plans are an easy, practical way of helping you support your own mental health at work and, if you are a manager, helping you support the mental health of your team members. Everyone can complete a well-being action plan; you don't need to have a mental health problem in order to feel the benefits. It just means that you already have practical steps in place to ensure you are supported when you feel the effects of mental stress impacting your life.

A mental well-being plan helps you **keep track of what does and does not work for you** in maintaining mental wellness. It helps you create a guide or regiment of what you need each day to maintain your mental health. It also helps you keep track of the coping skills you can utilize to ensure that you maintain the balance between your thoughts, emotions and behaviors.

Each person responds differently to methods, skills, techniques and strategies. You will need to do some **self-exploration and reflection** to find what works best for you. An action plan will help you find what works best as you record and incorporate your thoughts and feelings. Common themes in a plan include:

- Mindfulness and meditation
- A healthy lifestyle including exercise and foods for mental health wellness
- Emotional intelligence
- Self-reflection
- Cognitive restructuring with positive self-talk

The worksheet below is specific for work but could easily be modified for personal situations. In order to effectively complete this plan:

- Take time away from your work
- Find a quiet place to reflect on the answers
- Be honest and truthful
- Revisit your plan often

[illegible]

Step	Description	List	Plan
Six Professional support	Professional support is always available when you need it. List the names, numbers and/or locations of mental health professionals, crisis teams, hospitals and support services you can contact.	My contacts: <ul style="list-style-type: none"> • <i>My doctor or mental health professional</i> • <i>Employee Assistance Program</i> • <i>Other</i> 	This year, I will focus on: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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