



Well-being@work plan

Leadership Dimensions

Leading with care

Very small things can make a difference to how you feel at work on a day-to-day and longer-term basis. Just having one or two things in a day that help you feel well can change how you feel about yourself and your job over time.

Make sure you are taking the steps available to you to improve your well-being at work by developing a useful, individual **Well-being@work** plan that sets out changes you want to make and how to make them.

Before you start

Complete your **What's in my control** tool. You will need this analysis for the critical third step in the develop-a-plan process because it helps you identify what is within your sphere of influence and control - sometimes more than you know, sometimes less.

What to do

1. **Record what you already know** helps you feel well at work.
2. **Analyse the key influences** on your well-being at work and **identify where and how** you could make changes. Remember "small steps = big difference".
3. **Take stock using your What's in my control** analysis. Assess whether what you might like to do is a change **you can make**, could be **made with help** or **can't be changed** right now.
4. **Develop your Well-being@work plan** based on the analysis you have done.

Over the year...

5. **Review your plan goals and achievements regularly**, and update your plan.

How to get the information, support and skills you might need

- **Take advantage of the services at your Trust.**
- **Follow up additional reading options.**
 - Browse the **Well-being book list** in the **Self awareness and well-being** topic of this Toolkit and select a useful self-help guide to help you think more about how to improve your well-being at work.
 - Explore the **Further reading and links** section of the **Self awareness and well-being** topic.

1. Record what you already know helps you feel well at work

Very small things can make a difference to how you feel at work on a day-to-day and longer-term basis. For example finishing off a piece of work, getting positive feedback, having a drink and catch up with colleagues, having space to plan and think, or getting outside and having a walk at lunchtime.

Create a ***Keeps me well*** list. Write down all the things that you know help you feel well at work.

What I know helps me feel well at work	When they happen	
Things that make a difference to how you feel each day	Regularly	Intermittently
What do you need to start doing on a regular basis?		
List what you COULD do more regularly. Remember "small steps = big difference".		
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2a. Analyse a key influence on your well-being at work and identify where and how you could make changes

YOU - Your physical health		YOU - Your psychological health			
Are you looking after you yourself?		Skills for health and work		Life planning	
Are you doing some form of exercise on a regular basis?	Y/N	Do you feel able to ask for and receive support at work from colleagues and managers?	Y/N	Are you where you want to be?	Y/N
Are you eating healthily?	Y/N	Do you feel confident that you can assert yourself where necessary to get the job done?	Y/N	Does this job fit with where you would like to be in one year's time?	Y/N
Are you drinking a litre of water a day?	Y/N	Do you know how to prevent conflict at work and deal with it when it happens?	Y/N	Does this job fit with where you would like to be in five years time?	Y/N
Are you making sure you don't drink too much alcohol or smoke too much?	Y/N	Do you feel that you know how to manage your time effectively?	Y/N	Does this job fit with where you would like to be in ten years time?	Y/N
During long stretches at the computer, are you aware of your posture	Y/N	Do you know how to problem solve?	Y/N		
During long stretches at the computer, are you stopping regularly and stretching?	Y/N	Do you feel confident about negotiating for what you need to get your job done well and enjoyably?	Y/N		
If your place of work have no window, do you get outside in the middle of the day 2-3 times a week?	Y/N	Is self-critical thinking a problem for you at work?	Y/N		
		Do you know how to plan ahead to balance busy times with rest and holidays?	Y/N		
Read through your answers. List up to 3 things you would like to change this year.			Could anyone help you?	How could they help? Be specific.	
1.					

2b. Analyse the influence of YOUR JOB on your well-being at work and identify where and how you could make changes

YOUR JOB - Are aspects of your job affecting your well-being?		List up to 3 things you would like to change this year.
- Are you clear about all aspects of your role and how it relates to the other roles in your team?	Y/N	1.
- Do you feel you have enough say in how you do your job?	Y/N	
- Do you think you can cope with all of the demands of your job?	Y/N	
- Do you have enough support to get the job done properly?	Y/N	Could someone help you? Such as your manager, colleagues, Human Resources?
- Are you happy in general with the relationships you have with people at work?	Y/N	
- Do you feel that when change happens at work, you get enough information and support to cope with it?	Y/N	
- Do you feel you have as much information as you need about the links between your team/department and the rest of the hospital in order to get your job done well?	Y/N	List what you need from them. Be specific.

2c. Analyse the influence of YOUR WORK HOME BALANCE on your well-being at work and identify possible changes

THE BALANCE BETWEEN WORK AND HOME - Are they in balance?		List up to 3 things you would like to change this year.
- Do you have caring responsibilities at home? If so are you happy with the arrangements that you have at home to meet these responsibilities?	Y/N	1.
- Is your work flexible enough to allow you to meet these responsibilities most of the time?	Y/N	
- Are you happy with the amount of time you spend travelling to and from work?	Y/N	
- How often do you take a lunch break lasting more than 30 minutes?	Y/N	Could someone help you? Such as your manager, colleagues, Human Resources?
- Do you ever miss out on quality time with family and friends because of pressure of work?	Y/N	
- Do you have time and energy for yourself outside work? (eg for a hobby, socialising, time alone)	Y/N	
- Do you have enough leave and/or flexibility to balance the needs of your job with those of your partner/family?	Y/N	List what you need from them. Be specific.

3. Take stock - are the changes you would like realistic, and within your sphere of influence or control?

The checklists in this tool cover the main areas it is helpful to think about to protect well-being at work. You have probably found that you are happy with some areas, less happy with others.

Now organise the changes you would like to make, into three categories: **Changeable**, **Changeable with help** and **Can't be changed right now**.

Tip: if you haven't completed your **What is in my control?** analysis, do so now.

Read through your checklists and find situations you believe are changeable . List the changes you would like to make.	Now write down the smallest change that would make you feel more positive about this situation . Do this for as many situations as you would like to think about improving.		
Find situations you believe are changeable with help and list the changes you would like to make	What help is needed?	Who can help? Manager? Colleague? Human Resources?	Where can you get that help?
Find situations you believe can't be changed right now and list the situation you would like to change	To protect your well-being, think about how you could adapt to this situation . Here are some options.		What could you do?
	<ul style="list-style-type: none"> - Try to think about it in a different way. 	<ul style="list-style-type: none"> - Use distraction to help you cope 	
	<ul style="list-style-type: none"> - Make sure you have someone to offload to if you feel very pressured about it. 	<ul style="list-style-type: none"> - Build in rests and breaks as a buffer 	
	<ul style="list-style-type: none"> - Defuse the situation with humour. 	<ul style="list-style-type: none"> - Think of other buffers - exercise, staying healthy, having one positive thing to look forward to. 	

4. Develop your Well-being@work plan based on the analysis you have done

From step 1 - What I can do now about keeping well

1.

From steps 2 and 3 - Changes I can make for ME, MY job, MY work-home balance

Small Changes = Big Difference

Goals work best when they are...

Specific ~ Measurable ~ Achievable ~ Realistic ~ Timebased

For example, say "I will take a **walk around** for **20 mins** for **three lunchtimes a week**" *not* "I will do more exercise" OR "I will **book a meeting** with my manager and bring my job description and **agree with her my priorities** for the next month" *not* "I will try to get a clearer idea about my job".

My **SMART** goals are...

WHAT I need to achieve these goals. **WHO** I need to help me. **WHERE** I can get that help.

I will review my goals on.....

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