

Leader Toolkit

Well-being@work plan



We are **RESPONSIBLE** leaders.

We care for our people and work safely and look out for each other.

Why use this tool

Even small things can make a difference to how you feel at work on a day-to-day and longer-term basis.

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.

When to use this tool

Use this tool at any time and particularly when you feel overwhelmed or stressed.

How to use this tool

Complete your **What's in my control** tool

1. **Analyse the key influences** on your well-being at work and **identify where and how** you could make changes. Remember "small steps = big difference".
2. **Take stock using your What's in my control** tool. 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.
3. **Develop your Well-being@work plan** based on the analysis you have done.

Over the year :

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

Tips

- **Reward yourself for achievements** – even small things like finishing a piece of work or making a decision. You could take a walk, read a book, treat yourself to food you enjoy, or simply tell yourself "well done".
- **Forgive yourself** when you make a mistake, or don't achieve something you hoped for. Try to remember that nobody's perfect, and putting extra pressure on yourself doesn't help.
- Making some **adjustments to the way you organise your time** could help you feel more in control of any tasks you're facing, and more able to carry out the actions in your plan.



Step 1a : 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? Aim for at least 30 minutes every day.		Do you feel able to ask for and receive support at work from colleagues and managers?		Are you where you want to be?	
Are you eating healthily? See Australian guidelines for healthy eating		Do you feel confident that you can assert yourself where necessary to get the job done?		Does this job fit with where you would like to be in one year's time?	
Are you drinking 2 litres of water a day?		Do you know how to prevent conflict at work and deal with it when it happens?		Does this job fit with where you would like to be in five years time?	
Are you making sure you don't drink too much alcohol?		Do you feel that you know how to manage your time effectively?		Does this job fit with your financial needs for the future?	
Are you limiting your smoking?		Do you know how to problem solve?			
During long stretches at the computer, are you aware of your posture and stopping regularly and stretching?		Do you feel confident about negotiating what you need to get your job done well and enjoyably?			
If your place of work have no window, do you get outside in the middle of the day 2-3 times a week?		Are you too critical of your performance at work?			
		Do you know how to plan ahead to balance busy times with rest and holidays?			
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.					
2.					
3.					





Step 1b: 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?		
Do you feel you have enough say in how you do your job?		
Do you think you can cope with all of the demands of your job?		
Do you have enough support to get the job done properly?		Could someone help you? Such as your line manager, colleagues, Human Resources?
Are you happy in general with the relationships you have with people at work?		
Do you feel that when change happens at work, you get enough information and support to cope with it?		
Do you feel you have as much information as you need about the links between your team/department and the rest of the organisation in order to get your job done well?		List what you need from them. Be specific.

Step 1c: 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?		
Is your work flexible enough to allow you to meet these responsibilities most of the time?		
Are you happy with the amount of time you spend travelling to and from work?		
How often do you take a lunch break lasting more than 30 minutes?		Could someone help you? Such as your line manager, colleagues, Human Resources?
Do you ever miss out on quality time with family and friends because of pressure of work?		
Do you have time and energy for yourself outside work? (e.g. for a hobby, socialising, time alone)		
Do you have enough leave and/or flexibility to balance the needs of your job with those of your partner/family?		List what you need from them. Be specific.





Step 2 : Take stock - are the changes you would like realistic, and within your sphere of influence or control?

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 <i>can't be changed right now</i> and list the situation you would like to change	To protect your well-being, think about <i>how you could adapt to this situation. Here are some options.</i>		What could you do?
	<ul style="list-style-type: none"> ▪ Make sure you have someone to talk to about your worries and concerns ▪ Choose to have a positive attitude. Think positively about yourself and your achievements 	<ul style="list-style-type: none"> ▪ Use distraction to help you cope ▪ Build in rests and breaks as a buffer ▪ Think of other buffers - exercise, staying healthy, having one positive thing to look forward to. 	





Step 3 : Develop your Well-being@work plan based on the analysis you have done

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

From Step 2 - 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 ~ Relevant ~ Timebound

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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