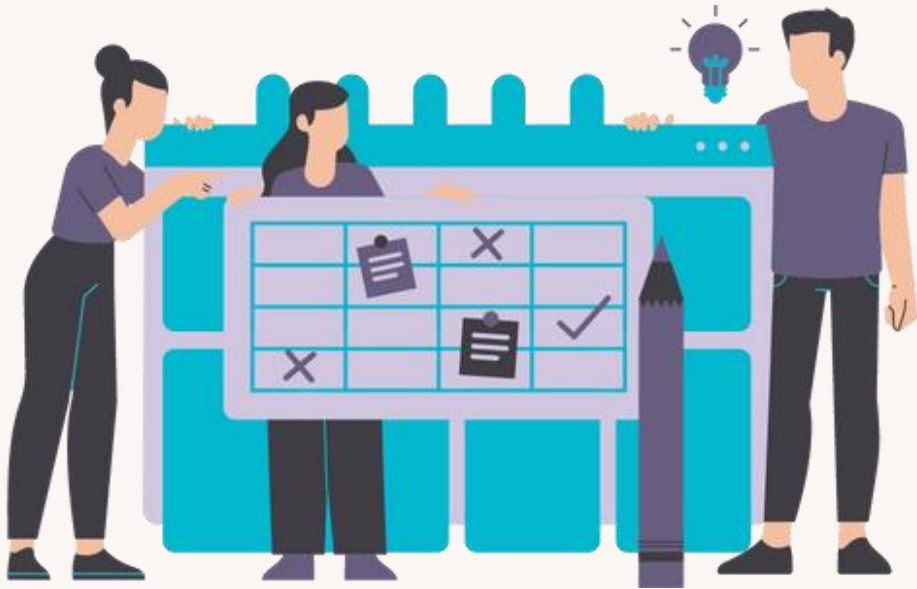


# WWRAP

## Work Wellbeing Recovery Action Plan



# What? Why? How?



## What is it?

A work wellbeing recovery action plan is just that; a series of questions help you and your team explore what they are like at their best, what enables them to stay well, what might knock them off balance and what helps them regain equilibrium.

## Why complete it?

We all have both mental and physical health. It alters over time. It is also highly individual; what stresses one person may not stress another. Having open, honest conversations about wellbeing, stress and stressors means we can support ourselves and one another to stay healthy, well and on top of our game.

## How do I do it?

Simply answer the following questions as comprehensively as you can. The resulting individualised plan should then be stored securely and regularly reviewed and updated.

# Questions! Questions! Questions!



1. How would you describe yourself when you are functioning at the top of your game? (energetic, enthusiastic, efficient, logical, focused, sharp, quick-witted etc.)
2. What enables you to stay on top form during the work day? (regular breaks, exercise, healthy food, laughter, working with others, minimising zoom calls, time alone etc.)
3. What do you do outside of work that enables you to reboot, rebalance and feel good? (being with family, walking the dog, watching films, reading, cooking, travel, computer games, massage, meditation, gym class etc.)

# Questions! Questions! Questions!



4. What triggers stress for you at work? (too much to do, too little time, inefficiency of others, internal politics, email overload, conflict, difficult commute etc.)

5. What actions can you, your colleagues and your line manager take to proactively reduce stress and stressors at work? (improve communication, create a psychologically safe environment, ensure gaps between meetings, manage diaries better, ensure everyone takes lunch away from their desk, flag up heavy workloads, improve team culture etc.)

6. What are your physical, emotional, cognitive and/or behavioural warning signs of stress? (tension, insomnia, headaches, frustration, snappiness, forgetfulness, lack of focus, angry outbursts, tearfulness etc.)

# Questions! Questions! Questions!



7. What actions can you take to prevent symptoms escalating? (take a break, chat with a colleague, go for a walk, take action to deal directly with the stressor etc.)

8. How can your colleagues and line manager best support you when you are stressed? (leave you alone, work alongside you, make you laugh, talk things through, share the load etc.)

9. What else would be helpful to enable you to reboot and rebalance? (more quiet areas, access to Employee Assistance Programme, access to a Doctor or Counsellor etc.)