



Personal Wellbeing Plan

Guidance Note

Amidst the workplace pressure and constant stream of information due to COVID, a Personal Wellbeing Plan (the/your plan) can help you focus, make decisions, and stay healthy.

This guidance note can be used to identify the self-care activities or wellness practices that work for you. And the signs that might show when you are overwhelmed and worried. Using the Personal Wellbeing Plan, you will be able to plan to thrive. And how to manage when you notice early signs of overwhelm and worry.

Step one | Evaluate your coping skills

Below are a few examples of the positive ways we can maintain our wellness and some negative coping skills, which can contribute to the deterioration of our wellness.

Positive	Negative
Deep breathing	Yelling
Listening to music	Smoking
Exercising	Pacing
Meditation	Skipping meals
Reading	Excess alcohol
Connecting with others	Withdrawal from friends and family
Engaging in a hobby	Biting fingernails

What are the positive or negative ways you cope? Can you replace negative coping skills with positive?



Step two | Identify your daily self-care needs

Take a moment to consider what you value and need in your everyday life. Then consider what you value and need during difficult times of uncertainty and pressure. It may not seem like the right time to be planning, but time spent now will reap benefits later if you can get a plan in place.

Remember that self-care extends far beyond your basic physical needs; consider your psychological, emotional, spiritual, social, financial, and workplace wellbeing.

Step three | Reflect. Examine. Replace.

Reflect on the coping strategies that work for you. Include these in your plan.

Are there any barriers to maintaining your self-care? Maybe some new strategies would overcome these barriers.

Replace negative coping skills with positive. This does not all have to happen in one go, just pick one negative that you want to eliminate and add a positive one to your plan.

Step four | Identify your early warning signs

What type of signs do you notice when you are overwhelmed and worried?

It could be signs like:

- Difficulty falling asleep or staying asleep
- Reduced appetite or increased appetite
- Displaying a lack of interest in things you normally enjoy or like to be involved in
- Abrupt changes in tone, volume or mood
- Pausing for long intervals between speaking
- Withdrawing
- Difficulty concentrating
- High or exaggerated emotions – teary, angry, anxious, fearful, sad





Step five | A plan to get back on track with your wellbeing

When you are experiencing a deterioration in wellbeing, it can be difficult to think or plan how to manage. So, planning of time is very helpful. What do you need to do to return to wellbeing?

- Activities that support a positive mood, like listening to music or getting some sun
- Seek social support from friends or family. Who do you reach out to for support?
- Focus on sleep routine, regular healthy meals, and some exercise
- Conversations with a psychologist or EAP (Employee Assistance Program)

Step Six | Use the Personal Wellbeing Plan template

Use the Personal Wellbeing Plan template (it is a stand-alone document, but an example is included as appendix 1.) to record all your thoughts and ideas that have become clear to you as you have worked your way through this guidance note.

Print it out and put it somewhere you can see it regularly for quick reference or review.



APPENDIX 1. Example Personal Wellbeing Plan

Personal Wellbeing Plan

My favourite daily wellness practices

BODY	MIND	SPIRIT
More water than coffee	Smiling mind app for meditation & mindfulness	Walk in the bush
EMOTIONS	RELATIONSHIPS	WORK
Cognitive Behavioural Therapy app - Thought diary.	listen to my child as they recount their day	Take my breaks outside

My top three positive coping strategies

- One Get an early night & catch up on sleep.
- Two Reading a book
- Three Visiting a close friend for care and support

Please refer to the Personal Wellbeing Plan Guidance note for more instruction

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My early warning signs of overwhelm and worry

- difficulty falling & staying asleep
- overly sensitive
- procrastination & avoidance

My plan to return to wellbeing

- My top three wellness practices &
- Three practices, people, places or things I need to avoid if my wellbeing is deteriorating

