

Wellbeing @ Work

Handouts

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Think.
Feel.
Perform.
Better.



Wellbeing @ Work

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Well-Being Checklist

Our general well-being can be affected by unresolved problems and challenges in our life whether they be social, emotional or practical in nature. Changes in our well-being can be seen in changes in our thinking style, feelings, health, lifestyle and behaviour.

Below is a list of items related to general well-being and our approach to managing stress. This list is NOT a test and should not be used to diagnose a psychological or physical condition. Use this as a guide for increasing your self awareness and setting goals for improving your well-being.

Instructions: Complete the following checklist by ticking the category which best fits with your experience over the last 2 weeks:

Item	How often does each item apply to you				
	Doesn't apply to me at all	Sometimes applies to me	Applies to me half the time	Applies to me most of the time	Applies to me all the time
I'm feeling healthy					
Generally I have a good self esteem					
I have a good work-life balance					
I feel I communicate well with others					
I have an active social life					
I 'm getting along with others in my life					
I get enough sleep					
I eat a balanced diet					
I make time to relax (or for recreation)					
I do some exercise each day					
I have people I can talk to about my problems					
I know what my goals and values are					
I take steps to achieve my goals					
I feel motivated to deal with my challenges					
I feel that I'm coping okay					
I 'm getting through my work load					
I feel hopeless about the future					
I feel that things are out of my control					
I don't really want to face things at the moment					
I'm unclear about the problems in my life					
I feel isolated from others					

Understanding your response:

You may have checked one or several items in the shaded areas. Ticks in 'shaded boxes' indicate potential areas for improvement in your well-being or stress management. This means that improvement can be made by either managing uncomfortable feelings/reactions better, or by increasing healthy coping behaviour. Professional counselling and coaching can assist you to improve your well-being and manage persistent or intense signs of stress.

Signs of Stress

Instructions: Complete the following checklist by ticking the category which best fits with your experience over the last 2 weeks:

Item	How often does each item apply to you				
	Doesn't apply to me at all	Sometimes applies to me	Applies to me half the time	Applies to me most of the time	Applies to me all the time
Difficulties with sleep patterns					
Muscle tension or headaches					
Fatigue/exhaustion					
Higher blood pressure					
Heart palpitations					
Sweating easily or feeling hot					
Nervousness, worry or anxiety					
Feeling agitated or shaky					
Feeling low or down					
Mood swings					
Feeling guilty					
Difficulties concentrating and remembering					
Thinking negatively about things					
Difficulty making decisions and solving problems					
Intrusive thoughts about stressful events					
Feeling angry or easily frustrated					
Feeling hyperactive and highly strung					
Digestion problems, nausea or feeling ill					
Reduced energy and productivity at home & work					
Increased intake of alcohol or drugs					
Started or increased smoking					
Increased intake of coffee and fast foods					
Withdrawing from others					
Avoiding people or situations that seem difficult					

More demanding and bossy toward others					
Critical of myself and/or others					
Obsessed with details and routines/rituals					

Understanding your response:

You may have checked one or several items in the shaded areas. Ticks in 'shaded boxes' indicate potential areas for improvement in your well-being or stress management. This means that improvement can be made by either managing uncomfortable feelings/reactions better, or by increasing healthy coping behaviour. Professional counselling and coaching can assist you to improve your well-being and manage persistent or intense signs of stress.

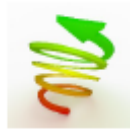


Self-Care Tips & Ideas

Self-care is a personal journey, with each individual's needs being different from the next. Below are a few ideas to help you begin to think about what currently works for you, give you inspiration of new ideas to try, and see if you have a balanced and diverse range of self-care tools.

Physical	Emotional	Mental	Spiritual
Exercise: walk, cycle, swim, etc	Deep breath and think, "I am calm and peaceful"	Say an affirmation	Connect with Nature
Soak in a hot bath, with candles and music	Share feelings about an experience with a friend	Read a book or magazine article	Concentrate on the flame of a candle
Stretch and move to music	Listen to music you like, or sing and make noise	Express your thoughts & feelings in a journal	Meditate / Pray
Get a massage	Counselling	Make a to do list	Study with a spiritual teacher
Take a course in Tai Chi, water aerobics, or yoga	Hug someone, ask for a hug	Write a poem or draw	Do something of service for another or for your community
Sit in the sun for 15 minutes	Pet your dog or cat	Visit a Museum	Listen to a guided meditation tape
Sit in a garden or park, or go bushwalking	Telephone a long distance friend or relative	Undertake study or a new hobby	Practice a daily quiet time, routine to connect spiritually
Watch birds and animals interact in nature	Reflection: journaling, writing, meditating, poetry	List your traits, needs and want	Visualize yourself in a peaceful place
Change one thing to improve your diet	Notice what you are feeling several times a day	Make a list of short term and long term goals	Learn about a religion or belief different from your own
Use humour and laughter	Write a letter to someone who has hurt you, but do not send it	Preview your day upon awakening, Review upon retiring	Study ancient, esoteric wisdom teachings
Take a nap	Affirm your self daily & acknowledge your accomplishments	Work on your family tree	Practice unconditional love and forgiveness with self and others

RADICAL RESILIENCE TIPS



Embrace change: Lean into (vs avoiding) change. Take chances. Recognise that change is inevitable. Gather information. Seek opportunities in change. Remember all things are temporary. Accept what can't be changed. Try new things.



Open & flexible mindset: Choose your interpretation. Watch for thinking traps/rigid thinking. Avoid using "should", "must", "always" or "never". Get an outside perspective. Choose realistic optimism. Be willing to change your mind. Keep expectations realistic. Problem-solve. Stay curious.



Learn from mistakes: What do they show me about what I want, like, value, don't want? What would I do differently next time? Remind yourself: lucky people simply try more things.



Calm and focus: Take a deep breath. Learn mindfulness. Stay in the moment. Spend time in nature. Reduce demands. Increase resources. Surf the waves of emotion. Take breaks. Notice when tension builds. Choose where you focus your attention. Take holidays. Deliberately slow down. Exercise. Meditate. Take a mindful pause.



Connect to purpose/meaning: Know why you do things. Identify your values. Volunteer. Connect to something larger: nature, your community. Find and use your unique skills and strengths. Learn about yourself. Look for evidence of courage and strength. Reflect on the value of your work.



Cultivate positive emotions: Practice gratitude. Start a Joy Jar. Use humour. Do things that feel good. Surround yourself with positive people. Cull negative media/influences. Be your own cheer squad. Play. Explore hobbies. Do things you're good at. Speak kindly to yourself. Go new places. Say 8 nice things for every negative. Savour pleasures. Plan holidays. Reminisce. Celebrate successes.



Connect to others: Help others. Confide in trusted people. Ask for help. Give hugs. Offer help. Seek advice. Access therapy. Nurture relationships. Reach out. Keep in touch. Express appreciation. Attend work social functions. Give small gifts. Call/message people just to say "Hi". Join a group.



Set goals: Set SMART goals. Aim for things you value (rather than what you "should" want). Break big goals into small steps. Do one each day. Book bigger ones into your diary. Take action. Regularly review your goals. Do one thing at a time.



Don't give up: Grit predicts success more than talent. Take a growth mindset. Keep trying. Get others to encourage you. Sit with feelings of disappointment/failure, don't let them drive the bus.

Self-Care Assessment

The following worksheet for assessing self-care is not exhaustive, merely suggestive. Feel free to add areas of self-care that are relevant for you and rate yourself on how often and how well you are taking care of yourself these days.

Rate the following areas according to:

- 3 = I do this well (e.g., frequently)
- 2 = I do this OK (e.g., occasionally)
- 1 = I barely or rarely do this
- 0 = I never do this
- ? = This never occurred to me

Physical Self-Care

- ☐ Eat regularly (e.g. breakfast, lunch, and dinner)
- ☐ Eat healthily
- ☐ Exercise
- ☐ Get regular medical care for prevention
- ☐ Get medical care when needed
- ☐ Take time off when sick
- ☐ Get massages
- ☐ Dance, swim, walk, run, sports, sing, or do some other fun physical activity
- ☐ Take time to be sexual - with myself, with a partner
- ☐ Get enough sleep
- ☐ Wear clothes I like
- ☐ Take vacations
- ☐ Other:

Psychological Self-Care

- ☐ Take day trips or mini-vacations
- ☐ Make time away from telephones, email, and the Internet
- ☐ Make time for self-reflection
- ☐ Notice my inner experience -listen to my thoughts, beliefs, feelings
- ☐ Have my own personal psychotherapy
- ☐ Write in a journal
- ☐ Read literature that is unrelated to work
- ☐ Do something at which I am not expert or in charge
- ☐ Attend to minimizing stress in my life
- ☐ Engage my intelligence in a new area, e.g., go to an art show
- ☐ Be curious
- ☐ Say no to extra responsibilities sometimes
- ☐ Other:

Emotional Self-Care

- _____ Spend time with others whose company I enjoy
- _____ Stay in contact with important people in my life
- _____ Give myself affirmations, praise myself
- _____ Love myself
- _____ Re-read favorite books, re-view favorite movies
- _____ Identify comforting activities, objects, people, places and seek them out
- _____ Allow myself to cry
- _____ Find things that make me laugh
- _____ Express my outrage in social action, letters, donations, marches, protests
- _____ Other:

Spiritual Self-Care

- _____ Make time for reflection
- _____ Spend time in nature
- _____ Find a spiritual connection or community
- _____ Be open to inspiration
- _____ Cherish my optimism and hope
- _____ Be aware of non-material aspects of life
- _____ Try at times not to be in charge or the expert
- _____ Be open to not knowing
- _____ Identify what is meaningful to me and notice its place in my life
- _____ Meditate
- _____ Pray
- _____ Sing
- _____ Have experiences of awe
- _____ Contribute to causes in which I believe
- _____ Read inspirational literature or listen to inspirational talks, music
- _____ Other:

Relationship Self-Care

- _____ Schedule regular dates with my partner or spouse
- _____ Schedule regular activities with my children
- _____ Make time to see friends
- _____ Call, check on, or see my relatives
- _____ Spend time with my companion animals
- _____ Stay in contact with faraway friends
- _____ Make time to reply to personal emails and letters; send holiday cards
- _____ Allow others to do things for me
- _____ Enlarge my social circle
- _____ Ask for help when I need it
- _____ Share a fear, hope, or secret with someone I trust
- _____ Other:

Workplace or Professional Self-Care

- ☐ Take a break during the workday (e.g., lunch)
- ☐ Take time to chat with co-workers
- ☐ Make quiet time to complete tasks
- ☐ Identify projects or tasks that are exciting and rewarding
- ☐ Set limits with clients and colleagues
- ☐ Balance my caseload so that no one day or part of a day is "too much"
- ☐ Arrange work space so it is comfortable and comforting
- ☐ Get regular supervision or consultation
- ☐ Negotiate for my needs (benefits, pay raise)
- ☐ Have a peer support group
- ☐ (If relevant) Develop a non-trauma area of professional interest

Overall Balance

- ☐ Strive for balance within my work-life and work day
- ☐ Strive for balance among work, family, relationships, play, and rest

Other Areas of Self-Care that are Relevant to You

When you are finished, look for patterns in your responses. Are you more active in some areas of self-care but ignore others? Are there items on the list that make you think, "I would never do that"? Listen to your inner responses, your internal dialogue about self-care and making yourself a priority. Take particular note of anything you would like to include more in your life.

Self-Care Action Plan

Write down answers to the following:

My key stress signs to watch out for:

.....

A new self-care activity I would like to try:

.....

A self-care activity I can add to my typical day:

.....

When in the day I can do this self-care activity:

.....

My every day/weekly self-care strategies are:

.....
.....
.....
.....

One thing I can do to improve my connections with others:

.....
.....
.....

In the next 3-6 months I plan, for my self-care, to (a bigger goal):

.....
.....

Important points from today that I want to remind myself of:

.....

.....

.....

Things that tend to get in the way of me taking care of myself enough:

.....

.....

.....

How I plan to address those obstacles:

.....

.....

.....



- What do you currently do?
- What would you like to do?
- What gets in your way?
- What helps?

[illegible]

[illegible]

Notes

[illegible]

Notes

[illegible]

