

WELLNESS ACTION PLAN

Use this worksheet to reflect on your mental health at work—what stresses you out, how you feel, how you act when you're feeling down, and how your management team and coworkers can help you succeed.

USE THIS PLAN TO IDENTIFY

- Ways you can support your mental well-being
- Early warning signs of stress or poor mental health
- Workplace triggers for stress or poor mental health
- Potential impact of stress and poor mental health on your performance
- Ways your management team can support your mental well-being

GETTING STARTED

- Plan some time to engage with the worksheet. Don't feel you have to "do it right" or answer every question. Do what feels right for you!
- Consider whether the plan is just for you or if you'd like to share it with your management team and/or coworkers.
- Set aside some time to speak with your management team and/or coworkers if you decide to share your plan.

RESOURCES

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| ● ARUP Emotional Care Resources | aruplab.com/clinic/emotional |
| ● ARUP's Employee Assistance Program (EAP), SupportLinc | 888-881-5462
supportlinc.com/arup (web access username is "arup") |
| ● ARUP Family Health Clinic | 801-584-5144 |
| ● Utah Warm Line (noncrisis support) | 801-587-1055 |
| ● Utah Crisis Line | 801-587-3000 |
| ● National Crisis Text Line | Text HOME to 741741 |
| ● SafeUT Crisis Chatline | Download the app or visit safeut.org |
| ● The Trevor Project | Call 866-488-7386
Text START to 678-678
thetrevorproject.org/get-help |
| ● Postpartum Support International Utah | 800-944-4773
postpartum.net/locations/utah |

MY WELLNESS ACTION PLAN

What helps me stay healthy at work?

E.g., taking my lunch or 15-minute breaks, exercising, keeping my workspace clean

How might experiencing stress or poor mental health impact my work?

E.g., difficulty making decisions, confusion, headaches, fatigue, difficulty concentrating, lack of motivation

What situations at work trigger stress or poor mental health for me?

E.g., conflict, organizational change, tight deadlines, something not going according to plan, lack of resources

What steps can I take if I start to experience stress or poor mental health at work?

E.g., take deep breaths, stretch at my desk, take a break from my desk, go for a walk, ask my management team and/or coworkers for support

Are there any early warning signs that others might notice when I start to experience stress or poor mental health?

E.g., being late to work, not meeting metrics or deadlines, withdrawal from social interaction with colleagues

Are there elements of my working style or temperament that my colleagues and/or management team should be aware of?

E.g., preference for face-to-face or email contact, a need for quiet time before or after meetings, having clearer expectations, tendency toward high or low energy levels in the morning or afternoon

What support could be put in place to minimize triggers or help me manage the impact?

E.g., extra catch-up time, regular check-ins with my management team, guidance on prioritizing workload, flexible working, consideration of adjustments

If others notice my early warning signs, what should they do?

E.g., talk to me discreetly about what they've noticed, send an email or Teams message with their observations, contact a particular person I've designated

What could my management team do to support me in staying healthy at work?

E.g., regular feedback or meetings, explaining the "why" behind my assignments

What can I do to improve my working relationships with my coworkers and my management team?

E.g., express gratitude more often, ask others how I can support them better, initiate conversations by asking questions, speak more positively about my coworkers, share more of myself at meetings