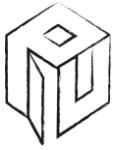


# Wellness Action Plans.



## Embedding wellbeing into everyday performance.

A **Wellness Action Plan** is a simple tool that helps line managers identify –

- What helps an individual's wellbeing
- Early signs show that they may need support
- What actions or adjustments help them stay well at work.

It opens up a dialogue between line managers and team members to help identify particular stressors. It helps to better understand their needs and experiences and therefore better support their wellbeing. This in turn can lead to greater productivity, better performance and increased job satisfaction.

### Setting up a Wellness Action Plan:

**Introduce it early** - During onboarding, 1-to-1s, or return-to-work meetings

**Explain the purpose** - It's about support — *not* performance management

**Collaborate openly** - Complete the plan *with* the employee, not for them

**Focus on practicality** - Identify what helps them stay well and how to spot early signs of struggle

**Keep it voluntary & confidential** - The employee decides what to share

### Maintaining a Wellness Action Plan:

**Review regularly** - Revisit every 3–6 months or when circumstances change

**Integrate naturally** - Discuss updates during regular 1-to-1s

**Adapt as needed** - Adjust strategies and supports as roles or pressures evolve

**Keep it alive** - Treat it as a *living document*, not a one-off form

# Wellness Action Plans.



## Top tips.

### **SPECIFIC**

Use precise language  
e.g. not just “exercise more”, but daily 30-minute walks.

### **PRIORITISE**

Separate and order all areas of wellbeing:  
mental, physical and social connection.

### **REALISTIC**

Ensure it fits into lifestyle, ways of working  
and energy levels.

### **CONTINUOUS**

Encourage building routines and link  
actions to existing habits.

### **REVIEW**

Consider how to track progress  
e.g. journalling, checklist, reflection time.

### **CELEBRATE**

Celebrate the successes, big  
and small.

### **SUPPORT**

Look for opportunities to encourage  
accountability across the team.

### **BALANCE**

Keep to personal and flexible, and  
balance effort and reward

# Wellness Action Plans.

## Template.



Template provided by Mind.

What are your current and intended working arrangements?



Are there any characteristics of your individual working style that you'd like to make your manager or colleagues aware of?



# Wellness Action Plans. Template.



What helps you stay mentally healthy at work?



Are there any situations or behaviours that can trigger poor mental health for you whilst working?



What can you, your manager or colleagues put in place to proactively support you to stay mentally healthy at work and minimise these triggers?



# Wellness Action Plans.

## Template.



How might experiencing poor mental health impact on your work?



Are there any early warning signs that might be noticed by your manager or colleagues when you are starting to experience poor mental health?



# Wellness Action Plans.

## Template.



What actions would you like to be taken if any of these early warning signs of poor mental health are noticed by your manager or colleagues?



Is there anything additional you would like to share that would support your mental health at work?

