

Workplace Wellbeing Profile

This worksheet accompanies the Workplace Wellbeing Profile videos

1. Personal Profile

What am I like?

Work Values e.g. time keeping; trust; integrity; detail	Work Style e.g. alone/ in a team; multi-task / single task	Personality Type e.g. introvert; extrovert
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

2. Wellness Management Tools

Things that lift my mood and make me feel more productive

Maintaining a work-life balance e.g. working school hours / term-time only; early start so I can finish early	Daily rest & relaxation activities e.g. daily routine at work; breaks; social lunch; walks alone	Office Physical / environmental wellness e.g. tidy desk; plants; photos
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3. Wellness indicators (internal & external) and Stressors action planning

Based on personal profile and wellness management tools

What are my stressors? e.g. family issues; financial pressures; workload
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Level 1: Early warning signs e.g. feeling rushed/anxious;	Level 2: When things start breaking down e.g. punctuality issues; easily agitated; pushing deadlines; messy desk	Level 3: Crisis e.g. missing deadlines; crying; having to take time off work
Internal: <ul style="list-style-type: none"> ▪ 	Internal: <ul style="list-style-type: none"> ▪ 	Internal: <ul style="list-style-type: none"> ▪
External: <ul style="list-style-type: none"> ▪ 	External: <ul style="list-style-type: none"> ▪ 	External: <ul style="list-style-type: none"> ▪

How will I communicate this to you? e.g. reduction in self-care; easily agitated; crying	How would I like you to respond? e.g. talk to me; give me space
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Note: the action plan is a two-way communication tool, whereby support is requested rather than demanded, and responses are at the discretion of both parties.