

PERSONAL ACTION PLAN FOR WORKPLACES



in collaboration with

MENTAL
HEALTH
at WORK



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We know that talking about mental health at work isn't always easy. That's why we've collaborated with our partners at Mental Health at Work to bring you this Personal Action Plan.

The Personal Action Plan is owned by the person it relates to and can be shared with your line manager or colleagues at work.

This simple but powerful tool is designed to help guide conversations about wellbeing – whether with a colleague or your manager. It's yours to use however you find most helpful, and you can update it whenever you like.

We recommend revisiting it at least once a year and using it to support regular wellbeing check-ins with your manager.



1. What helps me/would help me to feel safe and supported at work?

Think about what makes/ would make your work environment feel comfortable and positive for you. For example – a quiet workspace or specific seating preferences, flexible hours, open and clear communication with colleagues and managers.

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2. What resources are available or can be made available to support my wellbeing at work?

Consider the support available to you, both through your employer and in your personal life. This might include, for example, an Employee Assistance Programme (EAP) or wellbeing practices outside of work.

3. How can others recognise when I'm struggling?

It's not always easy to tell others when we're struggling. Think about any signs that might indicate to others that you need support. This could be changes in physical appearance or behaviour, reduced performance at work or overworking.

4. If someone thinks I might be struggling, how would I like them to check in?

Each one of us will feel more comfortable in different environments, especially when discussing our mental health.

Choose your preference below:

- ☐ In person in the working environment
- ☐ In person outside of work (e.g. during a walk or break)
- ☐ Via email or work related comms channel
- ☐ I would prefer anyone checking in has had some formal mental health awareness training
- ☐ I'm okay if the person checking in has not completed any formal mental health awareness training
- ☐ Another method, write this down here:

5. What does unmanageable stress look like for me?

Stress is a normal part of life, but when it becomes overwhelming, it can affect our wellbeing and ability to work. Think about how you experience high levels of stress. This could be, for example, headaches, difficulty sleeping or withdrawal.

6. Is there anything else I'd like to share that will enable, support or empower me at work?

This is a space to include anything else that might help you feel comfortable, empowered, and able to thrive at work—no matter how small it may seem.

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This worksheet was produced by the Mental Health Foundation in collaboration with Mental Health at Work.

Mental Health at Work (MHaW) is dedicated to transforming workplace culture by prioritising mental health and wellbeing through educational programmes and seminars to our clients across a multitude of sectors, both in the UK and internationally.

Our registered trademarked and CPD accredited inhouse programmes such as MHaW Understand, MHaW Manage® and MHaW Allies® combine with partnership initiatives such as the e-learning course 'Mental Health & Wellbeing in the Modern Workplace' developed alongside the Mental Health Foundation plus a range of MHFA England® programmes including MHFAider®, Champion and Refresher training all delivered by certified MHFA England instructors make us the go to partner for your organisation.'

Visit our site to learn more at mentalhealththatwork.com | mentalhealth.org.uk