

Workplace Wellbeing Profile

This worksheet accompanies the Workplace Wellbeing Profile videos

1. Personal Profile

What am I like?

<u>Work Values</u> e.g. time keeping; trust; integrity; detail	<u>Work Style</u> e.g. alone/ in a team; multi-task / single task	<u>Personality Type</u> 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

<u>Maintaining a work-life balance</u> e.g. working school hours / term-time only; early start so I can finish early	<u>Daily rest & relaxation activities</u> e.g. daily routine at work; breaks; social lunch; walks alone	<u>Office Physical / environmental wellness</u> e.g. tidy desk; plants; photos
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

3. Wellness indicators (internal & external) and Stressors action planning

Based on personal profile and wellness management tools

<u>What are my stressors?</u> e.g. family issues; financial pressures; workload
<ul style="list-style-type: none"> ■

<u>Level 1:</u> Early warning signs e.g. feeling rushed/anxious;	<u>Level 2:</u> When things start breaking down e.g. punctuality issues; easily agitated; pushing deadlines; messy desk	<u>Level 3:</u> 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"> ■

<u>How will I communicate this to you?</u> e.g. reduction in self-care; easily agitated; crying	<u>How would I like you to respond?</u> e.g. talk to me; give me space
<ul style="list-style-type: none"> ■ 	<ul style="list-style-type: none"> ■

Note: the action plan is a 2-way communication tool, whereby support is requested rather than demanded, and responses are at the discretion of both parties