Working from home:
Your Wellbeing Action Plan

from the Charlie Waller Memorial Trust

The Charlie Waller Memorial Trust
Depression – let's get talking

Wellbeing Action Plan

Following the outbreak of coronavirus, we are more acutely aware of life's day to day uncertainties. Coronavirus is influencing our actions and our future plans, and is almost ever-present in our thoughts.

In the face of such uncertainty, it is not surprising that many of us are living with a heightened sense of anxiety. Many people are feeling worried and fearful of what will happen in the coming days, weeks and potentially months and having to quickly adjust to major changes in their lives. For many the reality has been moving to working remotely; with little time to adjust and plan for a huge change in their routine and possibly having to fit in carer responsibilities. We are also having to maintain social distance from others. It may be helpful to think of physical distancing and ways that we have already adapted to, or could adapt to, staying in contact remotely with our peers, line manager and, as a manager, ways you can continue to connect and support employees.

We hope you find this booklet a useful resource. It is a personalised, practical tool that we can all use whether or not we have a mental health issue. It is inspired by Mary Ellen Copeland's Wellness Recovery Action Plan (WAP); an evidence-based system used worldwide by people to manage their mental health.

We have adapted our CWMT WAP so that it can be used whilst working from home and also for managers supporting staff remotely.

We hope you find this booklet a useful resource.

It is important to look after your wellbeing when working remotely and self-care is really important at this time.

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The Queen's Award for Voluntary Service

Your Wellbeing Action Plan

It might be helpful to answer the following questions:

What will be helpful for you to stay mentally healthy whilst working from home?
For example, taking regular breaks, having a designated work space, balancing work hours and finding time to relax.

Are there any situations that you have already noticed are having an impact on your wellbeing?
For example, having to care for loved ones or children, or worried about finances.

How might stress impact on your work having moved to working from home?
For example, finding it difficult to make decisions, being irritable, finding it difficult to focus on tasks/work due to health related worries, news on coronavirus, media, twitter, TV channels.

What has worked (or hasn't worked) in the past?
For example, supervision with manager; are you able to do this remotely, taking regular breaks, good sleep patterns, exercising.

Any early warning signs of poor mental health that you can look out for?
For example, finding it difficult to switch off and go to sleep, not having a structure or routine, not connecting with others, finding it difficult to motivate yourself.
Could you let your manager or peers know?

What support may you need from your manager whilst working remotely?
For example, more frequent 1:1s.

Remember to ask yourself:

How do I know when I am stressed?

What are the things I can do to support my mental wellbeing?

What's in your stress container?

Stress flows into the container

If the container overflows, problems develop – 'emotional snapping'

Helpful coping strategies – a working tap lets the stress out
Unhelpful coping strategies – a blocked tap means water fills the container and overflows

Stay in wellbeing CREDIT:

- **Commit** to developing your own mental wellbeing toolbox; it can be useful to develop a daily/weekly planner which includes working hours and relaxation time
- **Recognise** when you might be starting to struggle and what may be causing it
- **Experiment** and find the best coping strategies for you whilst working at home; think about your workspace, taking regular breaks, when you feel you are most productive
- **Develop** skills to maintain your mental wellbeing and remember to look after your physical health: sleep, diet and exercise
- **Identify** where your stressors may be and take action to address these
- **Talk** to someone early on if you need to; it is really important to make sure that you don't feel socially isolated when having to physically distance from others.

Don't forget to find a way of measuring and reviewing how well you are doing and celebrate achievements. You may want to end each day by writing down three positive things that have happened that day. This can help to improve your wellbeing.

Five Ways to Wellbeing

Give yourself a hand with the five ways to wellbeing. Try to build these into your daily life – think of them as your 'five a day' for mental wellbeing. Ask yourself: How do I know when I am stressed?

Things I can do to support my mental wellbeing; every week and when I am stressed:

Now, more than ever, we need to ensure we are connecting with the people around us. The places we would normally connect with others, like the workplace, restaurants or gyms are no longer accessible. Try to think of ways you can still socially connect with others, using video calling rather than audio so that you can see people. There are lots of virtual classes being set up and faith and community events online.

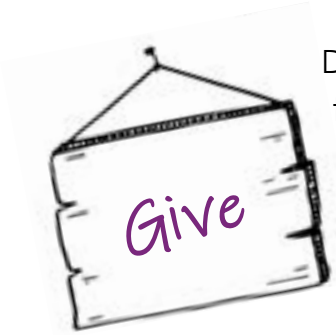
Use your daily outside exercise time to go for a walk, run or cycle ride. Even a 10 minute stroll can really help. Don't forget this requires physical distancing and it may be that we will have to adapt further and find ways to exercise within our home environment. If this is the case, why not put on some music and dance around your living room, join an online class or even do some stretches while you are watching TV? Housework, gardening and DIY also count. Exercising makes you feel good so it is important to think of ways that you can still do this.

Be observant, look for something beautiful or remark on something unusual. Savour the moment and adjust to the changes happening, if you are using remote meetings or video calls, take notice of those that you are talking to. Enjoy the time that you have and allow yourself to relax. If you are finding it difficult to manage your emotions and the current uncertainty, a useful technique is a grounding exercise based on our senses:

Five senses grounding tool

- **5** things you can **see**
- **4** things you can **feel**
- **3** things you can **hear**
- **2** things you can **smell**
- **1** thing you can **taste**

Don't be afraid to try something new, rediscover an old hobby or sign up for a course; there are lots of free courses online. Learn to play an instrument or how to cook your favorite food. Learn a new language or set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do. It may be that you have put off doing something and now you have the time and opportunity to embrace learning something you have been putting off.



Do something nice for a friend, colleague or loved one. It may be that you send them a message, phone or video call them or send a card. If you are able to, maybe think about volunteering some of your time, join an online community group or even just thank someone. Look out as well as in.

CLANGERS

Developed by Dr Phil Hammond

At CWMT we encourage **keeping well** with the CLANGERS as sleep, diet and relaxation are really important and even more so in the current climate where there remains a great deal of uncertainty.

Keeping well (with the CLANGERS)

Connect
Keep **L**earning
Be **A**ctive
Take **N**otice
Give
Eat well
Relax
Sleep

Sources of help

Samaritans call 116 123
jo@samaritans.org
www.samaritans.org
Shout text 85258
Calm www.thecalmzone.net

Anxiety UK www.anxietyuk.org.uk
Beat www.beateatingdisorders.org.uk
NHS Every Mind Matters www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/

Today's plan

8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	

Today's goals

1.

2.

3.

4.

5.

Things to do

Notes

Five a day

Connect

Be active

Take notice

Keep learning

Give

Three positives

1.

2.

3.

Water tracker

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Did you find this resource useful? Please take a few seconds to let us know.

Give feedback