

1. A work health and well-being promotion plan

'Prevention is better than cure'

**The things I need to do every day or week
to keep feeling on top of things**

**The things that my manager can do to help
me stay on an even keel at work**

2. A work health and well-being first aid kit

'Don't let stress escalate' - Nip it in the bud

Things that I can do while at work when I feel upset, discouraged, hopeless, angry, anxious or stressed out

Things I can do after work so that I don't take the troubles of the day home with me

3. Plan for managing difficulties that arise at work and home

'Understand your triggers'

Things relating to my job and things my colleagues and managers do that stress me

Things outside work which have a detrimental impact at work

3. For each thing that knocks me off balance

'Manage your triggers'

Things that I can do for myself that help stop what has happened getting to me too much

Things I can ask my manager to do to help me get back on an even keel

4. Plan for what to do when I'm not feeling 100% - having an off day

'Don't get on the rollercoaster'

How do I know when I am having an off day? What are the tell-tale signs?

Things that I can do to help get back on top of things

Things that my manager can do to help

5. Plan for what to do when everything is getting too much

'Stop the rollercoaster' I want to get off

Tell tale signs that things are really getting too much

Things I can do to help cope and get back on top of things

Things that my manager can do to help

6. Plan for returning to work after time off
'making work easy to come back to'

Keeping in touch

**Preparing to go
back to work**

Plan a graded return