

PERSONAL WELL-BEING AND MANAGING STRESS FOR MANAGERS AND LEADERS

FACTSHEET 2: HOW CAN YOU IMPROVE MENTAL HEALTH AND WELL-BEING?

As a manager and leader, it is important to consider your own mental health and well-being, as well as that of your team. The main focus of this factsheet is learning **how to improve** your mental health and well-being, while also touching on the impact you can have on others.

The most effective way to improve mental health and well-being is having a comprehensive approach that is refined to your needs and situation. You then need to ensure that it is consistently implemented.

A comprehensive approach includes:

1. **Knowledge** around well-being, minimising adverse impacts of stress, mental health and resilience training, health and well-being (being proactive and knowing what to do when things are not going well).

3. **Leadership/Management style**; this includes communication, engagement, trust and discretion.

Why is Mental Health and Well-being Important?"

What is my starting point?

- The "Take Action" reflections at the end of the Factsheet on *"Why is Mental Health and Well-being Important?"* will give you a sense of where you are now.
 - You could add to that by doing the stress profile in the appendix of this document.
 - If appropriate, seek advice for more refined assessment of the current state of your mental health and well-being from a Staff Counsellor/Staff Welfare and/or Medical services.
- What are your current strengths in terms of well-being and mental health, including lifestyle habits, potential addictions and psychosocial risks?
 - An effective way to move forward is focusing on your strengths and building on them – doing more of what you are good at and what works for you, is a success strategy.

Ask Yourself:

- Where do you want to be?
- What matters most to me?
- What would I build on to get there?



C. Get to know yourself and your staff as people, as human beings with strengths, characteristics and vulnerabilities we all have. This is so you can notice if, and when, changes occur that might be signals that you need to check in by asking *"Am I OK?"* or *"Are you OK?"*

- Develop your personal stress and mental health signature – your set of triggers and early warning signs so you can act early and prevent the downward spiral.
- You cannot do this behind a personal set of bC (u n)-19h)-3e d)-3(o)4(w)-1(n)4(w)E2f(")4.86l s)-12

If you are not proactive in this area, then you are either directly or indirectly condoning those harmful attitudes and behaviours and become complicit in their presence and the harm they cause.



STEP THREE: PUT YOUR ROADMAP INTO ACTION

After you have tried some micro steps, design a 90-day plan to describe what you want to achieve for your mental health and well-being.

- Adapt your plan along the way as you learn about what works for you .
- PDSA (Plan, Do, Study, Act) cycles are often a good way to give some process structure and sense of momentum to improvement initiatives.
- Create an accountability mechanism with a trusted peer so you can report on progress with clear and easy to collect

PLAN

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FACTSHEET WORKBOOK- TAKE ACTION

STEP ONE - BUILDING MY ROADMAP OF WHERE I AM NOW AND WHERE I WANT TO GET TO IN 90 DAYS

Summary from Fact Sheet on "*Why is Mental Health and Well-being Important?*"

What were your main insights?

Your Management and leadership style?

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Your review of your discretionary effort?

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Ask yourself:

- Where do I want to be?
- What matters most to me?
- What would thriving look like for me?
- What is my aspiration?

Describe the elements that are the most important for your personal attention.

What is **one thing** you can do under each of the headings below:

Do I need to pay attention to any of the “over” vulnerabilities that impact my well-being?

You might have some other “overs” you can add:

- Overworking
- Overthinking
- Overwhelming
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STEP TWO - KEY STRATEGIES TO GET ME STARTED

What knowledge do I need to build on?

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With whom should I connect / re-connect?

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STEP THREE - DEVELOPING MY 90-DAY ACTION PLAN

PLAN - DO - STUDY - ACT

PLAN

What will success look like in 90 days?
What I am going to do to get there?

DO

When and where will I try these few things out?

STUDY

How will I review/evaluate if it is working?

ACT

If it is working well, I will do more of
If it is not working well, I will ...