

**Suggestions for what a Wellness Recovery Action Plan/Psychological Support Plan for work might contain:**

**A daily maintenance plan** (my plan for keeping on an even keel at work)

- **How I am/what I am like when I am on an even keel – a typical ‘good day’.** (e.g. enthusiastic, sociable, quiet, good time keeper).
- **What I can do to keep myself on an even keel at work.** (e.g. go to bed before 11pm on week-nights, go out for a lunch break, keep a list of things that people ask me to do in a note-book so I don’t forget, and so I can see what I have done).
- **What my manager (and/or colleagues) can do to help – ‘reasonable adjustments’ – to keep me on an even keel.** (e.g. provide weekly feedback/supervision so I know how I am doing, give me clear instructions about what I am supposed to do, let me tell them if I feel I have too much to do and help me to prioritise things).

**Triggers – things that happen which knock me off balance** (things that make me feel anxious, miserable, discouraged etc.)

- **What are the things that upset me – either things at work or things at home that may get in the way of my work?** (e.g. people criticising me, having too many things to do, arguments at home).
- **What I can do to keep on an even keel; when ‘triggers’ occur.** (e.g. tell myself that no-one gets it right all the time and remind myself of the things I have done well, prioritise – decide which things are most urgent and do these first or ask my manager/a colleague what I should prioritise, talk to my friend about problems at home so I don’t bottle them up).
- **What my manager (and/or colleagues) can do to help me stay on an even keel when ‘triggers’ occur.** (e.g. if you are not happy with something I have done please take me aside and tell me quietly and remind me of things that I have done well so I don’t feel too discouraged, ask what I have got on already before giving me new things to do).

**Early warning signs** (subtle changes in my thoughts, feelings or behaviour that tell me things are not quite right)

- **What are my early warning signs that all is not well?**
  - What do I notice? (e.g. feeling irritable or oversensitive, feeling I am failing at everything, having difficulties getting to sleep, eating too much).
  - What might my colleagues notice? (e.g. not being as sociable as I usually am, asking for reassurance that what I am doing is right).
- **What I can do when I notice my early warning signs.** (e.g. make sure I go home on time and have a quiet evening – watch one of my favourite films, talk to my partner about what is on my mind, go to the gym after work).