



**GOOD
DAY AT
WORK**

POWERED BY
robertsoncooper

Understanding your pressures

Take control of your wellbeing

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Resetting your wellbeing: Keep Pressure Positive



An Individual's action plan

This worksheet will help you if you are an individual wanting to influence the level of pressure you encounter.

When thinking about your wellbeing, although it is helpful to get support and input from others, you are the person who knows what makes you happy and healthy. As such, it is imperative for you to take the lead in generating ideas and solutions around what can be influenced to increase your psychological health.

You *can* take the lead in managing the pressures you face at work. Often our first step in this is to talk to our manager, however when we are in a negative emotional state, our emotions about our situation or our worry about having a discussion can make it difficult for us to make sure our manager hears and understands our pressures. Being specific and solution-focused will help get your message heard. Below we provide you with a framework to help you prepare. In order to have a successful meeting where pressures are discussed and solutions arrived at, preparation is key. Our work environment is made up of a range of factors that can either support or hinder our psychological wellbeing. Therefore, it is important to recognise the positive aspects of this environment and also what areas may be causing challenges or pressure.

As an individual this worksheet provides the basis of some useful individual thinking about what is really impacting your feelings at work, and the extent to which you feel you have more good days than bad. You can use this structure to:

- Consider what changes to your work approach and work environment you are able to influence independently.
- Provide you with a fact and solution-based set of information to take to a meeting with your manager about your wellbeing.

How to use this worksheet:

Work through the boxes considering the questions in each area, noting down things that help positive pressure in this area and things that may place unnecessary pressure on yourself. Then decide based on those factors how urgent action is and what action is required.

Once you've done this you may find that there are some areas you need help with from your manager.

Understanding Pressure – the 6 Essentials



Feelings of stress can arise in a number of ways and can build up over time, or happen as a result of a specific event or situation. The 6 Essentials framework helps to break down feelings of stress and understand the causes. Almost anything that causes stress will fit into one or more of these areas, which are explained below



Resources and Communication

Resources cover everything from specialist training, to IT equipment, right through to a new stapler! Communication is having adequate information about what's going on in the organisation, and the local team.



Control

Control provides a sense of autonomy, and the chance to influence what, and how, work is done. People need to have a feeling of control if that's how they prefer to work – but remember, you can't force it on everyone as, contrary to popular belief, some people want it more than others.



Balanced Workload

A balanced workload means not being faced by work overload or a negative work-life balance. For some people, this relates to leaving work on time because they have commitments to fulfil outside of work, whereas in certain organisations a heavy workload will be seen as an inevitable part of the role. What's important in managing a balanced workload is to establish how troubled people are by the situation.



Job Security & Change

Some people embrace change, others recoil from it, but when our sense of job security is threatened it will be difficult for nearly all of us. While the situation can't always be avoided, you can always ensure that you deal with it effectively.



Work Relationships

Work relationships are at their best when the interaction between colleagues is collaborative, but also stimulating and challenging – for example in the form of constructive debate and/or healthy competition within the team.



Job Conditions

Job conditions are the things that add up to a sense of job satisfaction, as well as covering pay and benefits and bullying.

Source of Support and Potential Challenge to Psychological Wellbeing: SENSE OF PURPOSE	Current Challenges in this area	Positives to Work From
<p>Do you:</p> <ul style="list-style-type: none"> • Believe that your goals are clear? • Believe that your goals are challenging but achievable? • Believe that your goals are worthwhile? • Feel committed to achieving your goals? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Source of Support and Potential Challenge to Psychological Wellbeing: WORK RELATIONSHIPS	Current Challenges in this area	Positives to Work From
<p>Do you:</p> <ul style="list-style-type: none"> • Feel that you have a good relationship with your manager? • Feel that you have good relationships with your colleagues / peers? • Feel that you are not isolated and have support in the workplace? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Source of Support and Potential Challenge to Psychological Wellbeing: JOB SECURITY AND CHANGE	Current Challenges in this area	Positives to Work From
<p>Do you:</p> <ul style="list-style-type: none"> • Believe your skills and role are valuable to the organisation? • Have a clear understanding of how any change will impact you as an individual? • See change as an opportunity? • Have confidence your role is safe?? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	



Source of Support and Potential Challenge to Psychological Wellbeing: RESOURCES & COMMUNICATIONS	Current Challenges in this area	Positives to Work From
<p>Do you believe that:</p> <ul style="list-style-type: none">• You are adequately informed?• You get plenty of feedback?• You receive adequate training and personal development?• You have sufficient enabling resources?		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Source of Support and Potential Challenge to Psychological Wellbeing: CONTROL & AUTONOMY	Current Challenges in this area	Positives to Work From
<p>Do you believe that:</p> <ul style="list-style-type: none"> • You have an influence on your performance targets? • You have autonomy and control about how you do your job / tasks? • You influence decision-making that affects you? • Your views are heard? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Source of Support and Potential Challenge to Psychological Wellbeing: BALANCED WORKLOAD	Current Challenges in this area	Positives to Work From
<p>Do you believe that:</p> <ul style="list-style-type: none"> • You have a manageable workload and realistic deadlines? • Your working hours are in balance with your home / personal life? • You have enough time to do your job properly? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Source of Support and Potential Challenge to Psychological Wellbeing: JOB CONDITIONS	Current Challenges in this area	Positives to Work From
<p>Do you believe that:</p> <ul style="list-style-type: none"> • Your working conditions are fair and safe? • You are rewarded fairly for your efforts? • You understand and recognise opportunities for career progression? 		
<p>Rate how you feel this source of pressure is impacting your wellbeing:</p> <p>Action Required Urgently</p> <p>Action Required in the Medium Term</p> <p>Keep Doing the Same</p>	<p>Key actions to take and by when:</p>	

Summary **Action Plan**

You can use this page to summarise your thinking in the previous pages into a useful assessment of your pressures right now so you can start thinking about actions that may improve your wellbeing.

Factors I need to influence immediately	Action to be taken

Factors I can use to support my actions	Action to be taken

Factors causing pressure that I cannot directly influence	Action to be taken to buffer the negative impact of these