



**Your Well-being  
Checklist – All  
staff including  
managers**

## Start of the day

- Switch your attention from home to work.
- Look forward to your day.
- Be clear about your roles and responsibilities.
- Stay positive and engaged.
- Seek support when you need it.

## Throughout the day

- Try to take restful breaks away from your work.
- Make time to eat and drink.
- Ask for / make the time you need to fulfil your role.
- Seek support if you need it.

## End of the day

- Take a moment to reflect on your day.
- If you are thinking about something that was difficult during your day – let it go.
- Acknowledge three things that went well.
- If you do not feel ok seek support.
- Now switch your attention to home – rest and recharge.

**If you would like more detailed information go to:**

[www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17929/4396610437.pdf?timestamp=44033105148](http://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17929/4396610437.pdf?timestamp=44033105148)

[www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/guide-to-waps-employees/](http://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/guide-to-waps-employees/)