**Individual actions/Engaging with wellbeing resources**

The University’s [policy for the prevention and management of work-related stress](https://www.brookes.ac.uk/staff/working-at-brookes/employment-policies/stress) recognises the duty of care it has towards its staff and the legal duty it has to identify, assess and respond to occupational causes of stress. It also notes the need for us all to take reasonable care of our own health and wellbeing and to take advantage of opportunities for counselling, training or other relevant activities when recommended, including making use of the [Employee Assistance programme](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/home).

This template provides an opportunity to reflect on individual actions and available resources to support your wellbeing. The guidance in [Tips for managing stress](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/stress-management/tips-for-managing-personal-stress) is provided to help. If you completed the Wellbeing survey (2023) you can also access your personalised Wellbeing Snapshot Report by logging into your [Good Days at Work account](https://oxford.gooddayatwork.co.uk/Login.aspx?prog=e787c111-fc58-4586-b04b-fa9ad1cc2f7e).to find personalised tips and advice on how to make positive changes.

All staff also have access to the i-resilience tool, a confidential personality-based questionnaire that provides you with a personalised report. The feedback will help you to understand how your personality is likely to influence your personal resources which can help you to focus on the areas that might be most beneficial. Further information can be found on the [Personal Resources webpage](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/personal-resources).

| **Focus** | **Relevant for me?** | **Example activities - amend/delete as appropriate** | **Timeframe** | **How will I know if it has helped?** |
| --- | --- | --- | --- | --- |
| **Physical health/ exercise/movement** | **yes/no** | Complete a Health/Wellness check ([EAP or Sports](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/improving-wellbeing)) and act on feedbackBe more active/take up a new activity ***[specify***] (see ‘Be Active’ section - [Improving wellbeing](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/improving-wellbeing)/ fitness programme via [EAP Portal](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/online-portal) or [Wisdom App](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/wisdom-app) for ideas) |  |  |
| **Nutrition** | **yes/no** | Eat more healthily/regularly (see Employee Assistance [portal](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/online-portal) and [Wisdom App](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/wisdom-app) for information and guidance) |  |  |
| **Sleep** | **yes/no** | Improve my sleeping habits/get more sleep(see Employee Assistance [portal](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/online-portal) and [Wisdom App](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/wisdom-app) for information and guidance) |  |  |
| **Social support/connection** | **yes/no** | Take up a hobby/join a group (see ‘Connect’ section - [Improving wellbeing](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/improving-wellbeing)Go onto campus more frequently to meet up with colleagues/arrange a regular coffee & catch up with xDo some volunteering to meet new people ([volunteering](https://www.brookes.ac.uk/Staff/Working-at-Brookes/Benefits/Wellbeing/Volunteering)) |  |  |
| **Emotional/mental health** | **yes/no** | Improve my awareness of mental health ([staff learning resources](https://staff-learning.brookes.ac.uk/totara/dashboard/index.php?id=85))Give meditation or mindfulness a go (see [Tips for managing stress](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/stress-management/tips-for-managing-personal-stress) for links or [Wisdom App](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/wisdom-app))Get some counselling to help me with xxx [(Counselling via EAP)](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/counselling) |  |  |
| **Financial wellbeing** | **yes/no** | Tackle [financial issue/concern] so I feel less out of controlBe more proactive around my personal finances/ budgets to see where I could save some money(see [range of resources](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/help-with-cost-of-living) including Financial coaching, workshops, and staff discounts also the [confidential helpline](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/confidential-helpline) provides support and practical guidance) |  |  |
| **Personal resources** | **yes/no** | Better understand my personal resources by completing the i-resilience questionnaire (see the [personal resources web pages](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing/personal-resources) and  [related workshops/e-learning](https://staff-learning.brookes.ac.uk/totara/dashboard/index.php?id=85)) |  |  |
| ***Other*** |  | (The [employee health and wellbeing pages](https://www.brookes.ac.uk/staff/working-at-brookes/health-safety-and-wellbeing/wellbeing) and [employee assistance programme](https://sites.google.com/brookes.ac.uk/employeeassistanceprogramme/home) provides a comprehensive range of resources, support and guidance)  |  |  |