

A STEP BY STEP GUIDE TO LOOKING AFTER YOUR MENTAL HEALTH THROUGHOUT THE WORKING DAY



BELIEVEPERFORM

1 WAKING UP

Make sure you are getting a good amount of sleep so you wake up feeling refreshed. Before waking up take a moment to engage in some slow and steady breathing.

2 GETTING READY FOR THE DAY

Use this as an opportunity to put simple habits in place that help you start your day. E.g. having time for a good breakfast.

3 TRAVELLING TO WORK

Use travel as an opportunity to prepare your mindset for the day. Whether it is switching off, planning your day or engaging in some deep breathing, take time to do something for yourself.

4 ARRIVING AT WORK

Rather than jumping into your day make sure you are prepared and have highlighted what you want to achieve from the day.

5 DEMANDS VS RESOURCES

Be prepared for the demands of your environment and understand what resources you need to cope with those demands.

6 BEING PROACTIVE

Schedule time into your day so you can engage in activities that help boost your physical and mental health.

7 STAYING ACTIVE

Keep active throughout the day. Stand up and walk around every hour. This can help to boost mood and reduce stress.

8 ENDING THE DAY

Write down 3 good things you have achieved from your day. Spend some time making you sure you feel prepared for the next day.

9 TRAVELLING HOME

When travelling home try and use this as an opportunity to clear your mind and switch off from work.

10 SWITCHING OFF

Set clear boundaries between home and work so you can focus on yourself or spend time with your family.



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Tao Wei



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