



personal wellbeing

ACTION PLANNER

take control of your own wellbeing

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Jennifer Duckworth MSc, Chartered MCIPD

babel projects ltd

Organisational Psychologist
Workplace Wellbeing Consultant

This personal action planner template highlights the 9 key areas that feed our wellbeing

We all have different things that we tend to prioritise to keep ourselves happy and healthy.

You can use this framework to reflect on your current situation and to plan some specific actions that will help you build on and improve your wellbeing.

There are also some tips to help you make the changes you want, and most importantly, stick to them!

How to take control of your own wellbeing - Personal Wellbeing Action Planner

Domain	Definition	How am I doing? Give yourself a score /10	How could I improve in this area?	What benefits would this bring me?	Are there any barriers to making this change? What resources and help do I need?
Positive Mindset 	Exercising control where you can, accepting realities if you can't; striving for optimism; re-framing negative events; practising gratitude.				
Supportive Relationships 	Connections with others that give you a sense of belonging to a group; practical help when you need it; and emotional support.				
Learning and Growing 	Being open to new experiences; enjoying using one's strengths in or out of work; setting and achieving goals, however small.				
Self Care 	Being kind to yourself; reflecting on your own needs and meeting them; accepting your flaws (we all have them!) without judgement.				

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Taking Notice 	Focusing on the present, rather than on the past or future e.g. through walking in nature, mindfulness or yoga				
Giving Back 	Showing kindness to others e.g. through offering support or volunteering.				
Being Active 	Taking movement breaks during the day. Finding some kind of exercise you enjoy e.g. walk, run, cycle, yoga.				
Getting Rest 	Setting clear boundaries around work and rest, taking regular breaks and getting good quality sleep each night.				
Nutrition 	Eating a healthy, balanced diet and drinking plenty of water. Limiting alcohol intake.				

Making a change, and, most importantly, making it stick, can be tough.

Here's some top tips to help you change your habits ... permanently!

- 1 Baby steps first** – set yourself small, manageable goals and build up your confidence gradually. Ask yourself how likely it is that you will achieve your goal. If you give yourself less than 6 / 10, you should rewrite your goal to be smaller or simpler.
- 2 Commit your goals to paper** – using the planner above, or something similar, will help you organise your thinking and make it easier to monitor your progress.
- 3 Tell other people about your plans** – and ask them to hold you accountable. Also, when you talk about your goals with someone else, and describe the benefits they bring, you can literally talk yourself into it!
- 4 Reward your efforts** – give yourself a pat on the back when you achieve one of your goals by choosing a little reward that motivates you.
- 5 Be kind to yourself** – change is hard. We are actually hard-wired to resist change! So don't beat yourself up about things if they don't go smoothly first time. Remember F.A.I.L. = First Attempt In Learning.
- 6 Keep reviewing your goals** – as above, things may not work out as planned, you may need to tweak your goals. Evaluate regularly and don't be afraid to make changes as you go.

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-  getintouch@babelprojects.co.uk
-  www.babelprojects.co.uk
-  [Jennifer Duckworth MSc, Chartered MCIPD](#)

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