



Time Management

Do I

- recognise the problem
- know my style of working / learning
- use PPA / non contact time fully
- have a work space fit for purpose
- apply different ideas and strategies I have learnt
- work better away from the workplace
- feel lonely or guilty when working from home
- offer help to others
- ask for help for myself.

Relationships at work

Do I

- have good people skills and use them effectively
- handle difficult people well
- use assertiveness skills
- feel confident
- get on with colleagues and feel happy at work
- know who I can go to for help
- do my best to make others feel good about work
- take part in staff activities
- offer a helping hand to young or new colleagues
- ask for help from others.

Communication

Do I

- follow procedures
- use ICT effectively
- talk to people
- check emails
- have good systems in place
- ask for help
- feel I should know everything
- feel that I get to know enough.

Stress

Do I

- acknowledge there is such a thing and that it is different for everyone
- recognise the symptoms in myself and others
- know when the balance has tipped too far
- take time out for myself
- apply different ideas and strategies I have learnt
- know what 'winds me up' and causes anxiety
- talk openly about stress
- offer help to others
- ask for help for myself
- know where to go for help.

Changes at work

Do I

- recognise that change is always happening
- feel out of control
- hang on to the past
- look forward to the future
- have a positive mind set
- positively self talk
- encourage others to think more positively
- ask for help when I feel unsure
- soon feel overwhelmed.

Being ill and off work

Do I

- feel guilty
- have good family and friends support
- go to the doctor for both physical and emotional problems
- talk about worries
- use occupational health
- know where to go for help
- know about policy and procedures for absence and return to work
- ask for help

THE LANCASHIRE WELL-BEING PROGRAMME

Offers training and support to address many of the above.