

Psychological Fitness Action Plan

Enhancing Employee Mental Health, Well-Being & Resilience

According to the World Health Organization (WHO), mental health is:

- A state of well-being in which the individual realizes their abilities, can cope with the normal stresses of life, can work productively and fruitfully, and can contribute to their community.
- More than the absence of mental disorders.
- An integral part of health; there is no health without mental health.

The Psychological Fitness Action Plan is a personalized tool to support employee mental health and wellness. The term 'psychological fitness' refers to your mental health and emotional well-being. Attending to your mental health care can help you deal with daily stress, foster meaningful connections, be effective at work, and have a positive impact on your environment. Being psychologically fit contributes to your quality of life.

Everyone deserves opportunity to maintain and improve mental health and well-being. Organizations, leaders, and employees have shared accountability in supporting workplace mental health.

As individuals we have a responsibility to foster our own well-being; we can collectively commit to learning and practicing skills to manage life and stress.

Please consider using this tool in service of supporting your mental health and well-being.

You are invited to share what is comfortable for you. The plan can be a reminder for what you need to stay well at work and how you can communicate with your manager. It will be reviewed at an agreed upon cadence.

Going through this exercise can help develop awareness of your working styles, triggers, and stress responses.

This document is not a mental health treatment plan, nor is it a binding contract. It is an agreement, intended to support all of us in our mental health journey and to facilitate healthy conversations around the topic.

All information shared is to remain confidential; the caveat is if a manager believes an employee is in crisis or in danger.

Psychological Fitness Action Plan Template

Enhancing Employee Mental Health, Well-Being & Resilience

1. Please assess where you are on the mental health continuum currently (attachment). Our placement will fluctuate, so it is useful to regularly check in. We can use a model like this to take inventory, determine next steps, and identify what level of care/ intervention may be needed.

This framework reinforces the idea that mental health is not a static state. Mental health and mental illness are not binary concepts. Distinct markers within the continuum are:

Green zone: People at this point are generally satisfied and happy in their lives. They are emotionally well-balanced, stable, and goal oriented.

Orange/yellow zone: Individuals experience distress and challenges with coping, yet can perform daily life functions.

Red zone: People feel unable to cope with stress and exhibit significant changes in thoughts, behavior, and actions.

2. As part of this self-assessment, recognize the differing levels of intensity and frequency of challenges you may be facing. Is your mental health state impacting your performance?
3. What helps you stay mentally healthy at work?
4. What daily actions can you take to support your:
 - Mental well-being?
 - Physical health?
5. What weekly actions can you take to support your:
 - Mental well-being?
 - Physical health?

6. What social support do you have in place?

7. What can your manager do to proactively support you to stay mentally healthy at work?

8. Are there specific situations at work that can trigger poor mental health for you (conflict, feedback, deadlines)?

9. How might experiencing poor mental health impact your work?

10. Are there any early warning signs that we might notice when you are starting to experience poor mental health (withdrawal, inconsistent follow through)?

11. What support could be put in place to minimize triggers or help you to mitigate the impact?

12. Are there factors of your individual working style or personality you would like your manager to know?

13. If we notice warning signs that you are experiencing poor mental health – what would you like us to do?

14. What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate?

Employee signature

Date:

Manager signature

Date:

Date to be reviewed:

Legal disclaimer: Information provided is not legal advice but practical guidance – employers and employees may also need to obtain their own legal advice on the approach to take in any particular case.

MENTAL HEALTH CONTINUUM

	Mental Illness	Languishing	Surviving	Thriving	Flourishing
Mood	Very Anxious, Panic	Anxious, Distressed, Anger	Agitated, Impatient	Positive, Happy	Cheerful, Vibrant
	Very Depressed	Overwhelmed, Despair	Worried, Nervous, Sad	Calm, Even Mood	Joyful, Centered
Sense of Self	Worthlessness, Suicidal Thoughts	Self-Flagellating, Learned Helplessness	Self-Doubt, Self-Critical	Confidence and Well-Being	Self-Optimization, Self-Efficacy
Focus	Inability to Make Decisions/Complete Tasks	Difficulty Concentrating, Forgetful	Distracted, Procrastinates	Highly Focused	Flow
Attitude	Hopelessness, Helplessness	Apathetic, Restless, Giving Up	Negative, Cynical	Positive, Upbeat	Exuberant
Social	Disconnected	Avoidant, Isolation	Withdrawn	Normal Social Activity	Enriched Connections
	Severe Sleep Disturbance	Poor Sleep	Sleep Difficulties	Sleeping Well	Healthy Sleep
Habits	Weight Loss or Gain	Poor Appetite or Change in Eating	Mixed Eating Habits	Eating Normally	Healthy Eating Habits
	Extreme Fatigue	Exhausted	Low Energy, Fatigued	High Energy	Highly Active in Various Outlets

