

10 ways to look after your wellbeing



Appreciate

Spend time considering the positive experiences you have and the positive impact others can have on you, be in the moment and live your best life, appreciate every moment and every day.



Eat Well

How we fuel our bodies has a substantial influence on our mood and wellbeing so choose fresh, healthy and nutritious foods to boost your mood and energy levels. Simple techniques such as writing a weekly meal plan or shopping list, experimenting with different healthy recipes, and being aware of portion sizes can all help you eat well without breaking the bank.



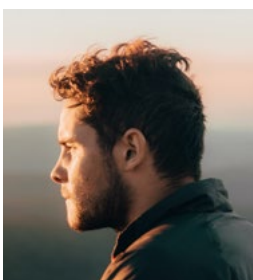
Connect

When we are isolated, problems often seem insurmountable and negative thought cycles can manifest. Research shows that people who spend time with their family, friends and colleagues have increased wellbeing. It's also important to reach out for professional help when it's needed, for example through an Employee Assistance Programme if you have one, or a trained listening service such as the Samaritans.



Stay Active

We know that exercise has physical benefits, however, it is also proven to lower levels of depression and anxiety. Every little really does help, the NHS believe that 30 minutes, 5 times a week can make a substantial difference. There are lots of ways you can increase your activity, including Public Health England apps such as Couch to 5k and Active 10.



Reflect

Take the time at the end of each day to consider what you have achieved. Note three things you have achieved each day at the end of your working day and before you go to sleep, acknowledge your success.

...continued over the page



Focus

More than ever we are encouraged to multi-task across numerous tasks and conversations, leading to a phenomena dubbed Continuous Partial Attention (CPA). CPA means that we are dealing with a constant stream of stimulus, without the opportunity to wholly focus on any one thing. This can leave us feeling unfulfilled and frustrated. Always allocate dedicated time to work on 'just one thing'.



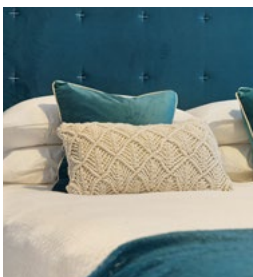
Look After Yourself

It all starts with you! Be kind to yourself, we need to ensure we take responsibility for our own wellbeing; whether it's to go for a walk, read a book, spend time alone, or sit in the sun with a coffee. Do something for yourself each day which increases your resilience, you are then in a much stronger position to support others.



Take a Break

Make sure that you take breaks from your work when you should. When we are busy, working through lunch can seem like the only way to fit everything in, however, this is proven to reduce productivity and focus and is therefore counterproductive. Booking your annual leave throughout the year is also vital. This allows you to take time away to recharge and come back focused.



Sleep

Sleep can be a challenge for some of us, particularly when we have a lot on our minds. Try some simple sleep hygiene tips to see if you can improve the quality of your sleep. Avoid stimulants such as caffeine and nicotine close to bedtime, limit alcohol intake, don't eat rich or heavy foods just before bed, minimise lighting and avoid 'blue light' from screens in the hour before bed.



Ask for Help

Schedule regular catch ups with your line manager to discuss your progress and your wellbeing. If you're feeling under pressure, it is vital that you take the opportunity to discuss this. Speak to your colleagues, family, friends or look to support networks your organisation may have in place. Remember your line manager is not a mind reader – communication is essential.

For more tips to help you take care of your mental wellbeing, take a look at the Mind website [here](#).