

MINDMATTERS SPOTLIGHTS

STAFF WELLBEING ACTIVITIES

Reflecting



Staff wellbeing activities: Reflecting

What's it about?

Your wellbeing is important – so take your mental health pulse and have look at how you are getting on. Are you thriving at work? How do you talk to yourself about the way you feel? What small actions could make a big difference to your personal wellbeing? Spend a little time reflecting on these questions and use what you uncover to identify areas where there are opportunities to grow, and build your own resilience toolkit.

There are a huge range of resources and activities that can help you develop new behaviours and practices that can enhance your wellbeing. The aim is to enjoy the process of reflecting on what works for you. Remember if you feel that you are not travelling so well, there are a range of supports available.

The activities


The activities in this focus area could be useful for individuals to reflect on their own wellbeing. The activities are to be seen as examples only and it is important to note that there is no one size fits all approach. Individuals are encouraged to explore and draw on the range of healthy strategies that work best for them and to seek further support by health professionals if they need.

- 1. Activity – Travelling well** Explore and reflect on how you are travelling and take a proactive approach to enhancing your own wellbeing.
- 2. Activity – Reflective journals** Explore aspects of health and wellbeing through journaling and reflection.
- 3. Activity – Where is my time going?** Where do you think you spend most of your time? Examine where it's really spent by recording your time.
- 4. Activity – My Health Plan** Explore, plan and track health and wellbeing goals.
- 5. Activity – Making time for me** Reflect on opportunities to boost wellbeing such as improving sleep, relaxation and mindfulness.
- 6. Activity – Self-talk** Reframe your thinking – learn positive self-talk.



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To explore and reflect on how you are travelling and take a proactive approach to enhancing your own wellbeing.

 **MATERIALS:**

- Online device

1. University of Pennsylvania website developed by the Positive Psychology Center, of which Dr. Martin E. P. Seligman is the Director and the Professor of Psychology .

1. Travelling well

Instructions:

1. Reflect on how you have been travelling over the past four weeks. Record notes on where you have been going well and the areas that you would like to improve.
2. Reflect on your areas of strength. You may like to complete a [strengths questionnaire](#) at the Authentic Happiness website which explores aspects of Positive Psychology¹.
3. List one or two strategies that you can focus on this week to build on your strengths in order to boost your mental health.
4. Track your progress and explore strategies to build new habits.
5. You may also like to explore the Act – Belong - Commit website to find out more about [mental health and mental illness](#) and [rate your involvement in mentally healthy activities](#).
6. If you feel like you aren't travelling as well as you could, it's important to reach out for support. Read more on page 4.

Related resources:

- **ReachOut Toolbox** is a collection of health and wellbeing apps endorsed by professionals <https://au.reachout.com/sites/thetoolbox>




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 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To explore and reflect on how you are travelling and take a proactive approach to enhancing your own wellbeing.

 **MATERIALS:**

- Online device

Important note: What if I'm not travelling well?

If you feel that you aren't travelling as well as you could, it is important to reach out for support. Most of us wouldn't try to treat a broken leg ourselves, but when it comes to our mental health we sometimes think we can fix things on our own, or hope the issue just goes away by itself.

That's where our support networks, mental health organisations and health professionals come in. There are plenty of effective treatments for mental health conditions and the sooner you seek support, the sooner you can recover. Find out [who can assist](#) you and [where to get immediate support](#).

Sources of support can include families and friends, your GP or a mental health professional, Employee Assistance Programs, e-therapies and peer-to-peer online forums. Everyone is different and there are a range of [options for support and treatment](#), including psychological, medical and other sources of support.

You may like to take a [confidential online survey](#) by *beyondblue* to assess how you are going or contact the *beyondblue* Support Service on 1300 224 636 to get professional advice about your unique needs.

Related resources:


There are a range of evidence-based e-therapy courses for those experiencing symptoms of anxiety or depression to build positive strategies to address challenges and improve your wellbeing. Some of these include:

- **Mindhealthconnect** - online therapy (e-therapy) lists a range of online therapies for treatment of mental health conditions. <https://www.mindhealthconnect.org.au/etherapy>



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To explore aspects of health and wellbeing through journaling and reflection.

 **MATERIALS:**

- Your preferred tool for journaling such as journals, calendars, day planners, apps.

2. Reflective journals

Instructions:

1. Decide on a journaling approach to use over the next week or month, for example:
 - **Three good things each day.** Spend a few minutes each day focusing on some of the good things that happen to you. Note down three good things, however small they are each day. Find out more about the power of this [Positive Psychology technique at Action for Happiness](#).
 - **Gratitude journal.** Write down things that have occurred for one day that you feel grateful for - it's an idea that keeps us grounded in the things that count (e.g. I am grateful for clean air, I am grateful for friends, etc.).
 - **Optimism journal.** Maintain the self-talk diary for one month and work on reframing your self-talk.
 - **Mood graph.** Use a weekly planner (with a week on one page). Draw a line through each day. Plot your mood, energy or emotions above and below the line. Look at what factors move it above or below the line. Why might it be OK to be both above and below the line at times?
 - **Health and fitness.** Track your food and exercise goals.
2. Review your journaling experience. What have been the benefits of your reflective practice?


Related resources:


- **Action for happiness pack** A reflective journal based on the principles of Positive Psychology. http://www.actionforhappiness.org/media/80216/action_for_happiness_-_happiness_action_pack_v3.pdf
- **Mood Monitor** Use the online platform to rate your feelings and uncover tips to improve your mood and wellbeing. <https://www.mindhealthconnect.org.au/mood-monitor>



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To monitor and reflect on how you spend your time.

 **MATERIALS:**

- Diary or day planner

3. Where is my time going?

Instructions:

1. Record in your diary how you spend your time over one fortnight, making note of time spent that is in line with your goals. For example developing a daily mindfulness practice.
2. Review at the end of the fortnight and consider what is happening to your time. Review your goals if necessary. Repeat the process for the next fortnight making note of any new strategies you have tried and the successful actions you have made.


Related resources:

- **Mindhealthconnect - Work life balance** Australians work the longest hours in the Western world. This online resource provides useful tips and FAQs to better help you achieve work life balance. <http://www.mindhealthconnect.org.au/work-life-balance>
- **Take action** Small things can cause big positive changes, so choose from the range of positive actions for happiness at the Action for Happiness website. <http://www.actionforhappiness.org/take-action>



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To explore, plan and track health and wellbeing goals.

 **MATERIALS:**

- Weekly formatted diary with a yearly planning page
- Online device

4. My health plan

Instructions:

1. Consider your physical and mental health, and relaxation goals. Write down all the advantages of achieving each goal.
2. Write down what you are prepared to do to achieve this.
3. Write down the signs or indicators for reaching each of your goals in your diary or planner.
4. Think about the indicators in successive smaller chunks. Place these smaller chunks in regular intervals across the time space between your start time and your finish time.
5. Now mark in check times for all the goals in between those smaller chunks of time for each goal - perhaps once a week or once a fortnight.
6. Read your goal, the advantage, and what you are prepared to do to achieve the goal.
7. Keep going with your review (even with interruptions and distractions) for about two months.


Related resources:

- **Act-Belong-Commit - A guide to keeping mentally healthy** Keeping mentally healthy is just as important as keeping physically healthy. This guide will show you how. http://www.actbelongcommit.org.au/images/self_help_guide.pdf
- **Mindhealthconnect - Goal Setting** Most people want to see some kind of change or improvement in their lives from time to time. This online resource provides useful tips and FAQs to better help you achieve your goals. <http://www.mindhealthconnect.org.au/goal-setting>



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** Reflect on opportunities to boost wellbeing through improving sleep, relaxation and mindfulness.

 **MATERIALS:**

- Online device

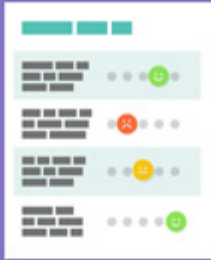
5. Making time for me

Instructions:

1. Visit [mindhealthconnect](#) and explore the range of resources and information available to reflect on your personal wellbeing.
2. Reflect on how you spend your time and consider how much time you make for nurturing your own wellbeing.
3. Review the [Relaxation and mental health](#) and [Mindfulness](#) information and explore the benefits of including moments of rest, relaxation and mindfulness into your week.
4. Reflect on possible opportunities in your week where you could boost your wellbeing.


Related resources:


- **ReachOut Recharge app** Improve your wellbeing by focusing on your sleep patterns. <http://au.reachout.com/recharge-sleep-app>
- **ReachOut Breathe app** App for all ages to help you reduce the physical symptoms of stress and anxiety by slowing down your heart rate with your mobile phone or apple watch. <http://au.reachout.com/reachout-breathe-app>
- **Smiling mind app** A modern meditation for young people. It is a unique web and app-based program, designed to help bring balance to young lives. <http://smilingmind.com.au/>
- **Mindfulness daily app** Being mindful is often out of reach when we need it most. Mindfulness Daily helps you build a practice with just a few minutes sprinkled throughout your busy day. <http://www.mindfulnessdailyapp.com/>



 **TIME:** As required

 **TARGET:** Individuals

 **PURPOSE:** To monitor self-talk and opportunities for reframing your thinking.

 **MATERIALS:**

- Online device
- Note paper and pens

6. Self-talk

Instructions:

1. Create a running sheet with the following headings:
 - Event, Time, Occasion
 - What was my self-talk?
 - What is a positive self-talk alternative?
2. Note down your thoughts over the course of a day. What do you notice about your patterns of self talk? At the end of the day complete the positive self-talk message column.

Related resources:

- **Mindhealthconnect – Self-talk** Useful tips and FAQs to better understand how self-talk can improve your mental health. <http://www.mindhealthconnect.org.au/self-talk>
- **ReachOut - Understanding self-talk and challenging negative thinking** Online factsheets to help you better understand self-talk and to challenge negative thinking. <http://au.reachout.com/what-is-self-talk>
<http://au.reachout.com/challenging-negative-thinking>

MindMatters is a national mental health initiative for secondary schools developed by *beyondblue* with funding from the Australian Government Department of Health.

See more MindMatters resources at www.mindmatters.edu.au

This information is to be used as a guide only and is not intended as a substitute to formal training or professional medical advice on mental health or suicide prevention. Staff are advised to always refer to school policies and procedures in the first instance. This information is provided by Beyond Blue Limited in good faith and on an 'as is' basis. While every care has been taken in preparing this information, Beyond Blue Limited makes no representation or warranty as to the reliability or completeness of the information contained in this document. You must make your own assessment of the information contained in this document and if you choose to rely on it, it is wholly at your own risk. To the extent permitted by law, Beyond Blue Limited will not be liable to you or anyone else for any loss or damage, however caused, which may be directly or indirectly suffered arising from the use of, or reliance upon this information.