**My ThinkWell Plan**

Aiding my recovery and wellbeing





**Introduction**

Your ThinkWell plan is designed to help you to reflect, recognise and develop ideas and strategies to manage and maintain your mental health and wellbeing. When under pressure, it is all too easy to forget the simple things that are helpful in keeping well.

This plan works on the premise that prevention is better than cure. All of us, whether we are diagnosed with a mental/emotional health issue or not, can benefit from actively thinking about the things that keep us well and help us to cope with everyday challenges that life presents. This plan does this by reminding you of the things that you need to do to help you to stay well.

Completing the plan may take you sometime, you may wish to complete it with someone you know and trust or you may wish to work on it on your own. If you are receiving support from a counsellor or psychologist, they will support you to develop this plan.

If need any further advice or support or would like to discuss your wellbeing further, please do not hesitate to contact ThinkWell.



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[Think.Well@staffordshire.gov.uk](mailto:Think.Well@staffordshire.gov.uk)

[www.intra.staffordshire.gov.uk/ThinkWell](http://www.intra.staffordshire.gov.uk/ThinkWell)

**5 Ways to Wellbeing**

Many factors can have an impact on our psychological wellbeing. Evidence shows that the actions we take and the way we think have the biggest impact. The 5 Ways to Wellbeing |are five steps we can take which will improve our mental wellbeing. These steps are;

Take Notice

Reflecting on experiences will help you appreciate what matters to you and others and allows you to act to improve life at work and home. Notice the world around. Be curious. Savor the moment. Be aware of what you and others are feeling.

Be Active

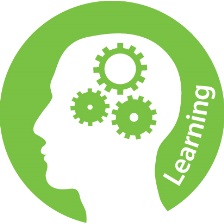
Our minds and bodies are connected. Being active makes us happier as well as being good for our health. Discover a physical activity you enjoy and one that suits your level of mobility and fitness. Go for a walk, cycle, dance or garden.

Connect with People

Invest time in developing broad social networks which bring you a sense of belonging. Building these connections will help you be happier, healthier and live longer. Not having close personal ties poses the same level of health risk as smoking or obesity. Connect with the people around you - family, friends, neighbours or make new connections.

Give

Helping others makes us feel better too. Doing things for others - whether small, unplanned acts or regular volunteering - is a powerful way to boost our own happiness. Seeing ourselves and our happiness linked to the wider community can be very rewarding and creates connections with the people. It can be as simple as a smile or a thoughtful gesture.

Keep Learning

Learning new things gives a sense of accomplishment, boosts self-confidence and can improve our social networks. Try something new or rediscover an old interest. Set yourself a challenge that you will enjoy.

For more information on the 5 Ways to Wellbeing please contact the Health, Safety & Wellbeing Service on 01785 355777.

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| **Strengths, Skills & Personal Qualities** |
| Use the diagram to helps you identify your strengths, skills and personal attributes.  To begin you might want to consider:   * What you have learnt about yourself * What others who know you would describe as your strengths and skills * How have you demonstrated these strengths, skills and personal qualities * How these have helped you in the past   Date Completed: |
| **Developing a Daily Maintenance Plan** |
| When I feel well I am:  What do I need to do for myself every day to keep me as well as possible?  Things to consider:   * Think simply and positively * Positive routines * Remember what makes you feel good * What are your responsibilities? * What are your priorities?   What do I need to do, not necessarily every day, to keep my overall wellness and sense of wellbeing?  What are my interests? Are there areas I would like to become involved in, things to consider Local Community, Voluntary Work, Local Day Centre and Support Groups?  Date Completed: |
| **Recognising Wellness** |
| What I am like when I am well? Circle those that apply.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Cheerful | Responsible | Active | Easy-Going | Reasonable | | Outgoing | Hard Working | Capable | Reserved | Brave | | Quiet | Bright | Calm | Thoughtful | Active | | Consent | Relaxed | Organised | Focused | Responsible | | Chatty | Capable | Curious | Humorous | Happy | | Laid Back | Optimistic | Cautious | Talkative | Supportive to Others |   Others:  What do you like to do when you are well? Think about all those things you enjoy, not just on special occasions but as part of your daily routine. Circle those that apply.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Look after my children. | Drive | Social activities | Study | Take a bath | | Sporting activities | Talk to friend | Spend time with my partner. | Gardening | DIY |   Others:  Date Completed: |
| **Triggers & Early Warning Signs**  Triggers are events in life which might cause you upset. Early warning signs are tell-tale signs that you may be becoming unwell. Knowing about these and planning ahead can increase your ability to cope.  Things to think about:   * What do you know you do when things aren’t going well? * What do you find yourself telling yourself when you’re feeling under pressure? * Are there physical signs that you are feeling stressed? * What help do you need from others at these times? * When do you tell others that you need extra help? * How will others recognise your warning signs (even if you don’t) and when do you want them to talk to you about it?  |  |  | | --- | --- | | My triggers & early warning signs are?  Things to consider:   * Stress * Overdoing things * Stopping medication * Alcohol/drug use | My action plan to deal with my triggers & early warning signs are?  Things to consider:   * Taking time out * Talking to family or friends * Tacking the problem or issue * Complementary therapies | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Date Completed: |
| **Becoming Unwell**  There might be some early signs that you are able to recognise when you are becoming unwell. At this stage early action can help you to manage better. You may need to increase the frequency of your maintenance plan and take up support. |
| Signs that I am becoming unwell:  Things to consider:   * Sleeping more or less * Avoiding phone calls * Being irritable * Stop wanting to go out * Feeling anxious * Loss of appetite   What Helps Me?  What support do I find helpful?  Date Completed: |
| **Support Network**  Your support network includes all the people who are important to you, including family, friends and colleagues as well as more formal sources such as your doctor, nurse or workplace support. |
| |  |  | | --- | --- | | Name | Telephone Number | |  |  | |  |  | |  |  | |  |  | |
| **Internal Staffordshire County Council Useful Contacts** |
| |  |  |  | | --- | --- | --- | | **Name** | **Telephone Number** | **Email Address** | | ThinkWell Service | 01785 276284 | [Think.Well@staffordshire.gov.uk](mailto:Think.Well@staffordshire.gov.uk) | | Occupational Health | 01785 276284 | [occupationalhealth@staffordshire.gov.uk](mailto:occupationalhealth@staffordshire.gov.uk) | | Health, Safety & Wellbeing Service | 01785 355777 | [shss@staffordshire.gov.uk](mailto:shss@staffordshire.gov.uk) | | HR (SCC only) | 01785 895828 | [hradvice.guidance@staffordshire.gov.uk](mailto:hradvice.guidance@staffordshire.gov.uk)| | | WeResolve Mediation (SCC only) |  | [hradvice.guidance@staffordshire.gov.uk](mailto:hradvice.guidance@staffordshire.gov.uk) | | |
| **External Useful Contacts** |
| |  |  | | --- | --- | | **Name** | **Telephone Number** | | [Samaritans](http://www.samaritans.org/) | 08457 90 90 90 | | [MIND](http://www.mind.org.uk/) | 0300 123 3393 | | [Re-Think](http://www.rethink.org/) | 0300 5000 927 | | [NHS](http://www.nhs.uk/Pages/HomePage.aspx) | 111 | | [Sane](http://www.sane.org.uk/) | 0845 767 8000 | | [No Panic](http://www.nopanic.org.uk/) | 0800 138 8889 | | [Relate](http://www.relate.org.uk/) | 0300 100 1234 | | [Cruse Bereavement Care](http://www.cruse.org.uk/) | 0844 477 9400 | | [Citizens Advice Bureau](http://www.citizensadvice.org.uk/) | 08444 111 444 | | [Action on Addiction](https://www.actiononaddiction.org.uk/) | 0300 330 0659 | | [Victim Support](https://www.victimsupport.org.uk/) | 0300 303 1977 | | [National Domestic Violence Helpline](http://www.nationaldomesticviolencehelpline.org.uk/) | 0808 2000 247 | |  |  | |

**Please use these pages to record and monitor progress.**

* **Where I am now – What’s working, what’s not working?**
* **Where I would like to be – Setting wellness goals.**
* **How I can get there – What, who and when?**
* **Any other notes that is useful in maintaining your personal wellbeing.**

**Goals are your ‘plans’ – the ‘bigger picture’ of how you want your life to be. Goal setting gives you direction and keeps you focused on getting there. Smaller goals leading to bigger ‘life goals’ – builds your confidence, keeps you on track, and helps you to get the most out of life.**

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| --- |
| **Date:**  **Where I am now – What’s working, what’s not working?** |
| **Where I would like to be – Setting wellness goals.** |
| **How I can get there – What, who and when?** |
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| **Where I would like to be – Setting wellness goals.** |
| **How I can get there – What, who and when?** |

**Feedback Surveys**

**Please complete and return the enclosed surveys so that ThinkWell can monitor the effectiveness of our services.**

Please return to: [Think.Well@staffordshire.gov.uk](mailto:Think.Well@staffordshire.gov.uk)

Or by post to:

Health, Safety and Wellbeing Service,

Staffordshire County Council,

Wedgwood Building,

Tipping Street,

Stafford,

ST16 2DH

**Think Well Service**

**3 Month Post Support Survey**

Please complete this form to allow us to see how/if you are still benefitting from the services you received. This feedback is purely for the purpose of monitoring and remains anonymous.

|  |  |
| --- | --- |
| **Post Support** | |
| What service(s) did you access? | CALM  Beating the Blues  Counselling  Psychology  Specialist Service  Group Activity |
| Have you referred back to your ThinkWell Plan? | Yes/No  If yes what sections did you find most useful? |
| What skills/knowledge did the service provide to you that you are still using? |  |
| Are you using the Calm self-help tools to support you since completing your support services? | Yes/No |
| Would you benefit from any additional support?\* | Yes/No |
| Have you used the skills you gained from the support service in your personal and/or work life? | Yes/No |
| Any other feedback you wish to provide. |  |

\*If you need any additional support please do not hesitate to contact the ThinkWell on telephone 01785 276284 Fax 01785 355842

Thank you for taking the time to complete this feedback form. Your comments are of great value to us and will be acted upon to ensure that we continue to provide an effective service.

**Think Well Evaluation Form**

We appreciate your comments and feedback so that we can continuously improve services. This feedback is purely for the purposes of monitoring and will remain anonymous.

|  |  |  |  |
| --- | --- | --- | --- |
| **Feedback** | | | |
| Service Area. |  | | |
| Gender. | Male | | Female |
| Age Range. | 18 -25 46-55  26-35 56-65  36-45 Over 65 | | |
| Were you able to access the service easily? | Yes | No | |
| Response Times. | **For service to contact you:**  Within 48 Hours  Within 1 week  1-2 Weeks | | **Time to first session/Intervention:**  Within 48 Hours  Within 1 week  1-2 Weeks |
| What service did you access? | CALM  Beating the Blues  Counselling  Psychology  Specialist Service  Group Activity | | |
| How helpful did you find the support offered? | No Help  Some Help  Helpful  Extremely Helpful | | |
| Has the support offered enabled you to remain in work? | Yes  No  Not applicable | | |
| What was the reason for your referral? | Personal  Bereavement  Health Problems  Financial  Bullying/Harassment  Poor Working Relationships  Workload Pressure  Change  Other Please State: | | |
| In what way has the support made a difference in the way you approach work/life? | Improved Attendance/Timekeeping  Getting on Better With Colleagues  Improved Work Performance  Increased Morale/Confidence  Reduced Sickness Absence  Improved Concentration  Improved Work Life Balance  Feeling Less Anxious or Sad  Other Please State: | | |
| Would you recommend the service to colleagues? | Yes / No | | |
| Please provide any other feedback you have on the support offered and service delivered. |  | | |

Thank you for taking the time to complete this feedback form. Your comments are of great value to us and will be acted upon to ensure that we continue to provide an effective service.