

Playbook



# Mental Well-Being in the Workplace



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# What Is This Playbook About?

When we think of the workplace, we associate it with performance, resilience, productivity, innovation, and growth. On an individual level, the workplace becomes synonymous with carving out an identity.

What we often forget or don't realise is that this place (in remote, the digital space) is where we spend almost one-third of our lives, \* is also going to impact the quality of the lives we lead.

**“How we spend our days is, of course, how we spend our lives.”**

– Writer Annie Dillard

The fact is that most of us are spending our days at work, and it will impact our happiness, our well-being and, to an extent, our life outcomes too! **This playbook is an attempt to help you maintain and enhance your mental well-being at the workplace so that the time you spend there is meaningful and adds to your quality of life.**

An important thing to remember here is that mental well-being is not just the absence of mental illness. Instead, it's building a repository of best practices, coping skills, and knowledge that allows you to navigate everyday challenges, realise your full potential, and positively contribute to your family, work, and community.

*Source\*: Gettysburg EDU*

# Playbook Fundamentals

## Who is this playbook for?

It is designed for all employees, whether belonging to a virtual or a physical workplace.

## How can this playbook help me in building my mental well-being at the workplace?

We have created this playbook to assist with some of the common emotional and mental well-being challenges associated with the workplace.

## How should I use this playbook?

Each section heading indicates the workplace mental well-being issue it's going to tackle and offers actionable insights and strategies to help you manage it.

To reinforce the learnings of the chapters, we have added a worksheet at the end of each for you to revise, recollect and implement the takeaways of the chapter.

## What is the scope of this book?

This playbook is designed as an introductory guide to help you get started on the journey of workplace well-being. For the time being, we have chosen three most urgent challenges associated with the mental wellness aspect of workplace well-being for this book.

If you want us to expand the scope and include any other concerns, please let us know. We would be happy to review your suggestions for the future revisions of the book.

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# Self-Assessment: Are You Open to Change?

Perhaps the biggest challenge facing the workforce today is the constant change that they are confronted with every day. Even if the changes around us, whether in the environment, technology, or personnel (new team, new division, new boss) are welcome, it takes us a while to get used to them.

So, learning to not only survive change, but thrive in it becomes a key future skill. This is where the skill of adaptability comes in. **Adaptability** is our **ability to respond to changed or changing circumstances appropriately** i.e., changing our behaviour to suit the needs of these varied situations. It expands our capacity to handle change.





## Self-Assessment Activity

To master change, begin by asking how open you are to it. Take a moment to answer these 7 questions. Answer as quickly as you finish reading the statement:

- Do you endeavour to learn constantly?
- Do you navigate through unknown situations smoothly?
- Do you react to change positively?
- Do I feel comfortable with change in situations & ideas?
- Do you like taking risks?
- Are you optimistic in nature?
- Are you comfortable with ambiguity?

**Did you agree with more than 5 of these statements? If so, congratulations!**

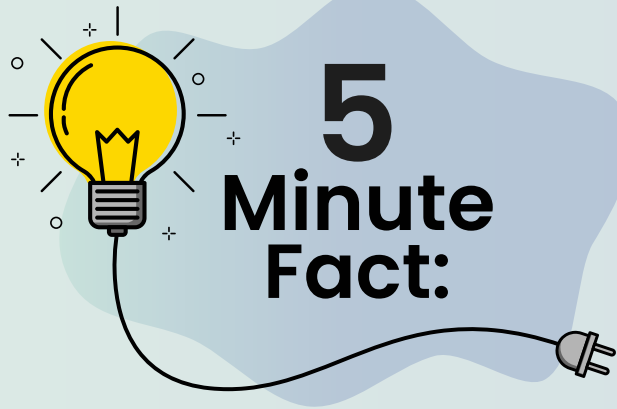
**You are very adaptable. However, if you found yourself agreeing to less than 5 statements, your adaptability muscle might be slightly weak. Don't worry, here's how you can build it.**



# Playbook Strategy: Building Your Adaptability Muscle

You can always build on adaptability as a skill. When faced with change, here's what you can do to build, refine, and grow your adaptability:

- **Reflect on the situation** to understand how you feel about it and take necessary actions
- **Ask questions** when you are feeling doubtful and unsure to get better clarity.
- **Learn from others'** situation and challenges.
- **Seek out challenges on purpose** as they can offer unique perspectives and lessons.
- **Seek feedback from others** and learn to become better.
- **Utilize personal affirmations** as they can help you stay grounded, self-confident and comfortable with change.
- **Set micro goals** and make them
  - **Solution-oriented.** Remember to keep these goals solution focused rather than problem-heavy.
  - **By visualizing positive outcomes.** Doing so can help you stay motivated and focused.



In the workplace, higher levels of adaptability have been associated with greater learning ability and better performance, confidence, and creative output.

It is also linked to higher levels of social support and overall life satisfaction.





# Boosting the Skill of Adaptability

A team rejig coming up? A major life event on the horizon? Beginning a new project? Here's a short worksheet for you to evaluate your feelings with respect to an upcoming change and manage them with the skill of adaptability.

**Step 1.** How do you feel about this changing situation. Fill in the answers below.

- I feel overwhelmed/excited
- \_\_\_\_\_
- \_\_\_\_\_

**Step 2.** Investigate your beliefs. Why do you feel so?

- I have never been accepting of change because
- \_\_\_\_\_
- \_\_\_\_\_

**Step 3.** Now, think of ways this change can be helpful.

- This situation can be helpful because
- \_\_\_\_\_
- \_\_\_\_\_

**Step 4.** End the exercise by repeating positive self-affirmations.

- I feel overwhelmed/excited
- \_\_\_\_\_
- \_\_\_\_\_

# Self-Assessment: Self-Care Is Essential

The dozens of things you manage every day – work, relationships, exercising, socializing, tidying up your space – can feel exhausting! It may lead you to feel like you are working on an autopilot mode. You may seem to be functioning, but not at 100 per cent.

So, what is the remedy for this? **Self-Care**. Contrary to popular perception, self-care is not a one-time indulgent activity, rather it is a consistent routine and discipline dedicated to optimising our emotional and physical wellness.





## Self-Assessment Activity

Let's take a quick look at your current self-care strategy. Answer these questions honestly to understand where you stand on the self-care scale.

- Do you juggle a lot of things every day?
- Are there many things stopping you from caring for yourself regularly?
- If so, what are they?
- Is your current self-care plan enough?
- Is self-care important to you?
- Are there unhelpful habits that you need to remove?
- Which habits do you want to let go off altogether?

If you struggle with making self-care a mainstay of your routine, just remember even a 5-min activity can be enough to provide you a boost for the day.



# Playbook Strategy: Making Self-Care A Reality

Self-care doesn't have to be complicated. Keep it simple. Here are a few expert-recommended tips to make self-care a reality:

## **Acceptance:**

Evaluate your priorities, routines and habits, in order to determine the type of self-care that is realistically possible for you. Avoid comparing it to others. Go ahead and make your own way.

## **Think of self-care as a discipline:**

Consider self-care to be a part of your daily routine – an aspect that makes you feel disciplined, in control, structured and prioritised.

## **Find small pockets of self-care:**

It need not always be about keeping aside 1 hour of your day to tend to yourself. Capitalize on the smaller moments!

## **Self-care is also about the basics:**

The “bare minimum” is actually quite a lot! Eating properly, sleeping peacefully and moving your body around.

## **The role of boundaries and choice:**

People pleasing can affect the real you. Healthy boundaries create happy and harmonious relationships.



# Adding Care to Your Schedule

**Step 1:**

On a daily basis, or whenever you’re feeling stressed, choose any one self-care activity from the list below. (If you’re not sure which to pick, close your eyes and just point at your screen!)

**Step 2:**

Dig a little deeper by asking yourself these questions:

- How do I imagine this self-care activity will help me?
- When will I start and how often will I do this activity?
- How can I know that my self-care activity is working for me?

**Step 3:**

Go a head and start practising! Remember to take a disciplined approach.

Physical Self-Care	Emotional Self-Care	Spiritual Self-Care
Have a healthy diet	Drink a cup of tea or coffee	Meditate
Exercise	Write a journal	Spend time in nature
Get fresh air	Prioritize yourself	Read something uplifting
Try a new or old hobby	Talk to a friend	Spend time alone
Listen to music	Have positive affirmations	Pray
Painting	Think of positive memories	
Play a game		

# Self-Assessment: Emotional Intelligence in Everyday Life

Emotions play an essential role in how we think and behave. They influence many aspects of our life, including relationships, mental health and how we navigate our social world. However, sometimes it can be challenging to navigate these emotions. Thus, it's crucial to enhance your emotional intelligence.



## Self-Assessment Activity

To strengthen your emotional intelligence, let's first check how aware you are of your emotions. Read the statements given below. As soon as you read a statement, confirm if you agree or disagree with it.

- I am usually very clear about the emotions I am experiencing.
- Describing my feelings comes very naturally to me.
- I accept responsibility for my actions.
- I am good at managing my emotions, even during stressful times.
- My friends find it easy to tell me anything about themselves.
- I am very understanding if people's plans change.
- Making friends comes naturally to me.
- I like helping other people.

Did you agree with more than 6 of these statements? If so, congratulations! You are very aware of your emotions and can manage them well. If you found yourself agreeing to less than 6 statements, don't worry. Your journey of building your emotional intelligence is just beginning!





# Playbook Strategy: Enhancing Emotional Intelligence

Emotional intelligence is a set of skills and behaviours. As a whole, it is a skill that can be learned, developed, and enhanced. Here are a few tips to help you enhance your EI:

## **Learn to label your emotions.**

Understanding your feelings can be beneficial in deciding how you should respond to the situation at hand. By labelling emotions, you're much more aware of what you feel.

## **Ask people around you for feedback.**

Sometimes getting a different perspective on how you respond and behave can be very helpful in understanding what we should change about ourselves.

## **Use self-soothing techniques to manage negative emotions.**

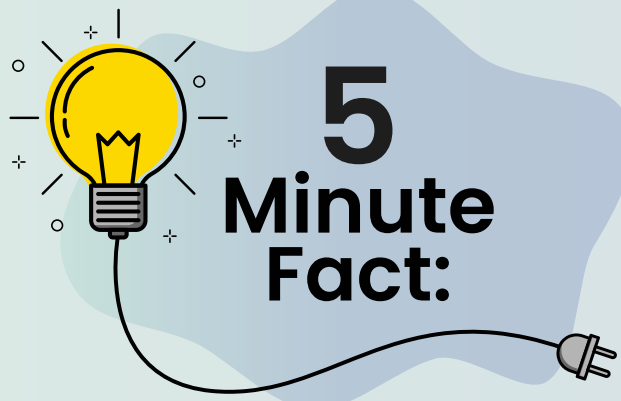
Negative emotions have a tendency to overwhelm and distort the logical aspects of the situation. Try self-soothing techniques like mindfulness, journalling to manage negative emotions.

## **Understand your stressors and triggers.**

Doing so will allow you to be in a better position to choose how to respond to the situation or person.

## **Practice empathy and compassion.**

Being able to put yourself in another's shoes can be very helpful. It can help you relate better with other people and help you think through your response.



A survey published in Forbes magazine found that emotional intelligence is the strongest predictor of performance, explaining a full 58% of success in all types of jobs.





# Developing Core Skills Of EI

Think of any disagreement or conflict that you may have had with someone **(X)** recently. With that in mind, study the table given below, and try to answer all the questions. This will help you explore the four skills of emotional intelligence.

<b>Who I am</b>	<b>Self Awareness</b> <div><div>1. How did I feel about _____ (situation or person)?</div><div>2. How did this effect my mood? _____</div><div>3. How did I react to it? _____</div><div>4. How did <b>X</b> react? _____</div></div>	<b>Social Awareness</b> <div><div>1. How must have <b>X</b> felt?</div><div>2. How should I have responded to them basis their reaction? _____</div></div>
<b>What I do</b>	<b>Self Management</b> <div><div>1. I realized I was upset; I should have _____.</div><div>2. That situation was very triggering for me therefore I should have _____.</div></div>	<b>Social Skills</b> <div><div>1. What would have helped <b>X</b> in that situation?</div><div>2. <b>X</b> felt very _____ (emotion), therefore I should have _____ (action).</div><div>3. <b>X</b> usually gets _____ (emotion), I'll try to keep _____ (action) in mind.</div></div>

# In Conclusion

Work is a big part of our lives, and the sense of purpose that it gives us really impacts our mental well-being positively. That being said, we all lead full dynamic lives, and sometimes the work aspect of it can get challenging and overwhelming. In those situations, having skills such as adaptability, emotional intelligence can really lead to positive outcomes for both you and your organization.

## Additional Resources

You can also use these additional resources or log on to our website [1to1help.net](http://1to1help.net) to get more information on managing your emotional and mental well-being at the workplace and in life.

- Developing Adaptability In The Workplace
- Change
- Being Emotionally Intelligent in today's world
- Mental Well-Being Scale