

5 Ways to Wellbeing

A Toolkit for the
Workplace



Wellbeing

Public
Health
Unit



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About the Five Ways to Wellbeing

Research¹ has demonstrated that there are five simple things you can do as part of daily life, at home and work to help build resilience, boost your wellbeing and lower the risk of developing mental health problems. These simple actions are known as the Five Ways to Wellbeing.

The 5 Ways to Wellbeing



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF



YOUR TIME,
YOUR WORDS,
YOUR PRESENCE

¹ The Five Ways to Wellbeing were developed by the New Economics Foundation (NEF) on behalf of the Foresight Commission in the UK.

The Five Ways to Wellbeing are - **Connect**, **Be active**, **Take notice**, **Keep learning**, and **Give**.

Regularly practicing the Five Ways is beneficial for everyone.

Why the Five Ways work:

Connect: Strengthening relationships with others and feeling valued by others, including at work, is vital to boosting wellbeing.

Be active: Being physically active, including at work, not only improves physical health but improves mood and wellbeing, while decreasing stress, depression and anxiety.

Take notice: Paying more attention to the present moment, to thoughts and feelings and to the world around us, boosts our wellbeing.

Keep learning: Being curious and seeking out new experiences at work and in life more generally stimulates the brain.

Give: Carrying out acts of kindness, big or small, can increase happiness, life satisfaction and overall wellbeing.

The Five Ways in action:

Connect with the people around you. With family, friends, neighbours and colleagues.

Be active. Step outside. Do some gardening. Go for a walk. Play a game.

Take notice. Notice the changing of the seasons. Watch a sunset or sunrise. Savour the moment.

Keep learning. Try something new. Re-visit an old interest. Take on a new responsibility at work.

Give. Do something nice for a colleague. Thank someone. Volunteer your time.



The business case for wellbeing

“A business’s most valuable asset is, and will always be, the dedicated staff that devote themselves to delivering the work of the organisation. Healthy and fit staff are essential to ensuring a company remains efficient and profitable.”²

Approximately 15% of people at work have an existing mental health condition.³

In the Falkland Islands, adults of working age 18-64 years are the principle users of the mental health service.⁴

15% of working age adults who access the mental health service in the Falkland Islands do so due to work related stress.⁴

Benefits of workplace wellbeing programmes

REDUCTION IN:	INCREASE IN:
Sick leave	Revenues
Stress	Productivity and engagement
Staff turn over	Corporate profile - employer of choice
Accidents and injuries	Employee health and wellbeing
Temporary recruitment and resource allocation	Job satisfaction
Recruitment costs	Staff motivation, morale and sense of belonging
Management time	Cooperative workplace relationships
Workplace conflict	Customer service satisfaction
Overtime payments	Competitive advantage
Permanent staff payroll	Attracting the best people - employer of choice
Legal costs and claims	Retaining the best people - employer of choice

Information sources: C3 Collaboration for Health, Health Promotion Agency, MIND and NICE

²Professor Dame Carol Black, UK National Director for Health and Work (2006 – 2011)

³Mind (2018). How to implement the Thriving at Work mental health standards in your workplace

⁴Falkland Islands Mental Health Strategy 2020 – 2025 (draft) (2020)

The role of leadership

Leadership commitment and engagement is the most important factor to achieve healthy workplaces.⁵

Recruit managers who have positive leadership traits associated with improved employee health and wellbeing. These traits include being open and approachable and encouraging new ideas.⁶

Be the best leader you can be with the Five Ways:

Value your staff – **take notice** of people's efforts and hard work and **give** credit where it's due.

Create a culture of continued learning – provide opportunities for people to grow and **keep learning**.

Strengthen relationships and build trust – take a moment every day to chat and **connect** to your staff.

Foster a work life balance – lead by example, schedule time in your diary to **be active**.

Make yourself available – **Give** your time.



Image by Mohamed Hassan from Pixabay

⁵World Health Organization (2017). Five keys to healthy workplace

⁶National Institute for Health and Care Excellence (2015). Workplace health: management practices

Creating a supportive environment

Your staff will be more likely to incorporate the Five Ways to Wellbeing into their daily lives if the workplace environment and dynamics supports this, through organisational culture, policies and practices.

To what extent can you answer “yes” to the below questions? Is there an opportunity to introduce, strengthen or promote some of these things as part of your business/organisation Five Ways focus? What policies do you already have in place to support wellbeing and mental health?



Do supervisors and managers have supportive relationships with staff?

Is there respect amongst team mates?

Are there robust systems in place for managing interpersonal conflicts?

Are there clear policies and procedures in place to prevent bullying, harassment and discrimination? Do staff know about these?



Does the work environment support staff to be active during the working day - are sit/stand desks offered, are taking standing breaks or walking meetings encouraged?

Do the facilities encourage staff to be active – such as bike storage, shower facilities, are lockers available?

Are staff encouraged and able to safely move around during their work day?



Is the working environment pleasant to work in?



Is management and leadership training available and encouraged?

Are staff provided with opportunities to learn new skills?



Is there a culture of good work being acknowledged and appreciated, formally and informally?

Making it happen

There will be no 'one size fits all' approach to workplace wellbeing. Every workplace will need to tailor programmes to suit their unique setting. Here are some tips to get you started:

Gain input from your staff

Ask your staff what would best support them in the workplace to enable them to build the Five Ways into their day. There are many ways you could approach this, from a discussion in a staff meeting, through to inviting ideas or a survey. This is also a good time to gain insights in to how much your staff already incorporate the Five Ways into their lives.

Focus on teams and identify workplace champions

In larger organisations, focusing on teams or groups will be important to employee participation. Identify champions within teams. Strengthening connections with co-workers is itself critical to boosting wellbeing.

Help people to understand mental health and wellbeing

Some people will be unfamiliar with mental health and wellbeing concepts. People will have different experiences and understanding of mental health. The good news is the Five Ways are straight forward and will aid understanding of wellbeing concepts.

Make it accessible

Consider where you can link in with existing workplace activities. Make activities inclusive but not compulsory, encourage people to only do what they are comfortable with. Remember that even small changes can have a really big impact.

Support goal setting

Help teams and team members set goals so they can work out how they can fit the Five Ways into their work and home life. The practice of setting goals is in itself beneficial for wellbeing.

Consider the best approach for your workplace

You don't need to incorporate all Five Ways at once. A staged approach can often work well and encourage engagement.

Use clear and consistent communication

Keep the Five Ways in people's minds by utilising a wide variety of communication channels, emails, intranet, workplace champions, Facebook, newsletters, posters in shared space, activities in team meetings. Utilise the resources within this toolkit to support consistency.

Celebrate and share your successes

Monitor and evaluate your Five Ways focus, share the results on how it all went. Some things will go well others not so well, don't be afraid to communicate those things that didn't go so well as this will help to encourage open conversations and learn lessons for next time.

Make it timely

Consider specific times of the year and community events that you could link your Five Ways focus in with through-out the year, such as:

<i>All Five Ways</i>	New Year, promoting new ideas	January
<i>Be active / Connect</i>	Half marathon or marathon team entry	February & March
<i>Give</i>	Seek out opportunities to volunteer in the community	Throughout the year
<i>Keep learning / Connect</i>	Horticultural Show - encourage your team to bake or grow produce during spring and summer to enter	March
<i>All Five Ways</i>	Mental health awareness week	April
<i>Be active</i>	Pink Walk / Run	May
<i>Keep learning</i>	Start of the new academic year - consider the training opportunities available	August
<i>Give / Connect</i>	MacMillan Coffee Morning	September
<i>All Five Ways</i>	World Mental Health Day	October
<i>Be active / Take notice</i>	Summer - promote getting outdoors as the weather warms up	October - March

Make sure information about getting help, support and advice is available

Be aware that raising awareness and opening up conversations about mental health and wellbeing can bring up difficult emotions and feelings for people. You might find that people start confiding in you and others involved in the Five Ways, and sharing their own experiences of their mental health ups and downs.

Have referral information available in common areas and on your intranet for those who may wish to reach out for help and support.





Local support is available from the emotional wellbeing team at KEMH on **28082**.

Other helpful contacts:

Samaritans (UK based charity): **51515** or email jo@samaritans.org

Engaging people

There are many ways that you can inspire and motivate your staff and teams to build the Five Ways to Wellbeing into their daily lives. See the following for just a few ideas to get you started.

	Create a Five Ways to Wellbeing award certificate for teams who introduce the Five Ways into their lives.	Develop a photo/pin board and invite team members to share photos or words of what the Five Ways means to them.	Encourage and support people to set goals and consider what they currently do to support the Five Ways and what else they may be able to do.	Help your team get to know one another and embrace the Five Ways, with a team game activity.	Make the information sheets on the Five Ways to Wellbeing easily available. The information sheets are brief and provide examples of what people can do.
	Provide a physical environment that allows people to relax together, such as a kitchen table, seating in a break room or an outdoor bench.	Encourage walking over and talking to team members rather than sending an email or calling.	Organise a baby photo competition – guess who the baby is!	Plan an annual event for team cohesion – such as an away day or invite a wellbeing specialist or artist to the workplace to provide a taster session.	At your team meeting challenge team members to Take Notice of the Five Ways to Wellbeing happening at work.
	Encourage people to be as active as their fitness and mobility allows.	Promote local opportunities for being more physically active or organise those of your team who are keen sports people to enter a sporting event.	Encourage people to take their lunch breaks and leave the desk for a short walk or get outdoors in nature.	Organise regular or occasional sessions of wellbeing activities such as pilates, yoga or walk to work days.	Actively promote sitting less and moving more by breaking up long periods of sitting.
	Encourage environmental awareness – reduce, reuse and recycle. Provide glass and can recycling boxes, discourage single use plastic by having crockery and cutlery available, recycle shredded paper for animal bedding.	Promote being outdoors during lunch breaks and encourage people to take notice of the changing seasons and natural environment around them.	Encourage greenery in the office space by encouraging people to bring in or grow small plants where space allows indoors, or if you have access to an outdoor space encourage a shared garden.	Frame pictures for the workplace – organise a photo competition and get the team to vote for their favourites for display.	Introduce simple mindful awareness techniques such as the 3 minute breathing space.
	Organise workshops as part of a supportive learning environment. Ask team members with skills or hobbies to share if they can facilitate a session.	Encourage team members to take on new tasks and to learn new skills to broaden their knowledge.	Organise a team outing to the museum, or a talk or presentation.	Encourage people to listen to podcasts, read journals, or start a book club or exchange.	Encourage all staff to go on a Mental Health Awareness First Aid training course.
	Develop a culture of thanking people for their hard work.	Encourage team members to bring in any excess from their gardens to share with others.	Encourage people to do at least one act of kindness for others once a week.	Explore opportunities to volunteer in the community.	Consider buddy up schemes to support new/younger or less experienced members of the team.

Understanding mental health and wellbeing

Mental health

The World Health Organization (WHO) (2016)⁷ defines mental health as “a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community”.

Mental health and employment

“Work, including working conditions, is one of the key social determinants of mental health. Unemployment is a well-recognized risk factor for poor mental health. The work environment and work organisation can have a significant impact on the mental health and wellbeing of workers. Good working conditions can benefit good mental health and negative working conditions, or occupational risks can contribute to or exacerbate existing mental or physical health problems” WHO (2020).⁸

Mental health definitions

We all have mental health and it is just as important as our physical health.

Good mental health is not simply the absence of diagnosable mental health problems, although good mental health is likely to help protect against the development of many such problems. It is characterised by a person’s ability to fulfil a number of key functions and activities, including:

- ◆ the ability to learn
- ◆ the ability to feel, express and manage a range of positive and negative emotions
- ◆ the ability to form and maintain good relationships with others
- ◆ the ability to cope with and manage change and uncertainty.⁹

Poor mental health is common, one in six of us are likely to be affected with problems such as anxiety, depression or stress each year¹⁰ and these will impact upon our ability to function productively, cope with day to day stresses or realise our full potential. You may just be feeling generally that you are experiencing poor mental health or you may receive a specific diagnosis and treatment plan from your health professional.

⁷World Health Organization (2016). Mental health: strengthening our response

⁸World Health Organization (2020). Mental health and work

⁹Mental Health Foundation (2020). What is good mental health?

¹⁰Mind (n.d.) How to implement the thriving at work mental health standards in your workplace

Talking about mental health and wellbeing

Meaningful conversation around mental health and wellbeing don't have to be difficult. Being able to talk about our feelings and thoughts is a sign of connection and good attitude towards health in the workplace.

It can be as simple as....

Asking a starter question and really listening to how people are feeling and what is impacting (positively and negatively) upon their actions and relationships in the workplace:

- ◆ How are you?
- ◆ How are you going with work/home/family/friends?
- ◆ How do you feel about this?
- ◆ What have you been up to lately?
- ◆ How did you solve that issue?
- ◆ What would help?
- ◆ Is there anything I can do?
- ◆ How are you finding that project?
- ◆ Is there anything that would make it easier/less stressful/better?

For managers, it can be as simple as 1,2,3

1. **Talk** - make talking about mental wellbeing an everyday thing
2. **Understand** - find out about your team and see how you can support them to find balance, build resilience and boost wellbeing. Let them know you are asking because you want to help them to flourish
3. **Work together** - as a team, identify things you can do together to build stronger connections. Focus on strengths and abilities that individuals bring to the team and what resources there are in place to support wellbeing in the workplace

Remember to take care of yourself too

Raising awareness and opening up conversations about mental health and wellbeing can be difficult for some people. Reach out for support where needed using referral pathways to local or online support.

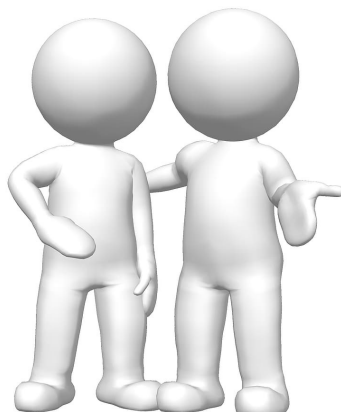


Image by Mohamed Hassan from Pixabay

Getting help and advice



Raising awareness and having conversations about mental health and wellbeing can be difficult for some people so make this sheet available in common areas or on your intranet as a signpost for people to reach out to.

Talk to someone

Emotional Wellbeing Team - 28082 for counselling and support from trained specialists.

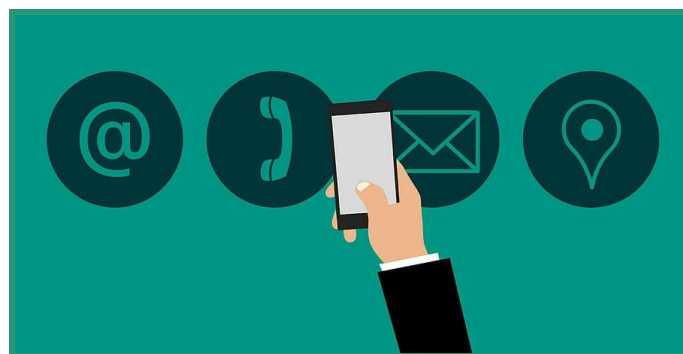
Samaritans (UK based charity) - 51515 or email jo@samaritans.org for confidential support for anyone who is lonely or in emotional distress. Available 24 hours a day, 365 days a year.

Sources of external advice about workplace issues

Citizens Advice Bureau – 55355 or email cab@horizon.co.fk for information and advice.

Sources of legal information related to employment

The Falkland Islands Government maintains the Statute Law Database <https://www.legislation.gov.fk/> which is an authoritative statement of the legislation applying to or in relation to the Falkland Islands by Ordinance.



Evaluation

Evaluation is an important, but often overlooked, step to ensure you can measure the impact of your Five Ways to Wellbeing. Knowing the reach and impact will help you to learn lessons of what worked and what didn't to be able to adapt and resource future wellbeing initiatives.

Before you launch your Five Ways to Wellbeing focus, find out how much your staff and teams know about looking after their mental health and wellbeing. Find out how much they incorporate the Five Ways into their daily lives. You might want to do this in a one to one setting, via focus groups or through a short anonymous survey. Ensure you record the information so you can repeat the process at the end of your Five Ways focus and measure the impact.

You might like to ask some questions, pre and post your Five Ways focus along the lines of:

- ◆ Do you know what to do to take care of your mental health and wellbeing?
- ◆ What do you currently do to take care of your mental health and wellbeing?
- ◆ On a scale of 1 to 10 (1 – Not at all to 10 – Very much so), to what extent do you know how to take care of your mental health and wellbeing?
- ◆ Have you heard of the Five Ways to Wellbeing (before this project /focus)?
- ◆ On a scale of 1 to 10 (1 – Not at all to 10 – Very much so), how important do you think it is that you look after your own mental health and wellbeing?
- ◆ On a scale of 1 to 10 (1 – Not at all to 10 – Very much so), to what extent do you currently practice the Five Ways to Wellbeing in your daily life? (*see 5 Ways to Wellbeing poster*)
- ◆ On a scale of 1 to 10 (1 – Very poor to 10 – Excellent), how would you rate your own mental health and wellbeing (you can include the definition of mental health information to help people understand what you mean)

After your Five Ways focus is completed, ask yourself:

- ♦ What worked? What didn't work? Why?
- ♦ What would we do differently next time?
- ♦ Did the Five Ways to Wellbeing create positive conversations about mental health and wellbeing in the workplace?
- ♦ Did people introduce or embrace the Five Ways to Wellbeing concepts? If not, why? If so, why?
- ♦ Has this had a positive impact on mental health and wellbeing?



Celebrate your successes and share what you have learned

Remember to share your results, positives and negatives with others, your team, colleagues and leaders.



Tools and templates

Five Ways to Wellbeing Information Sheets

You can use these information sheets to help people understand each of the Five Ways to Wellbeing, including why they are beneficial for mental health and wellbeing and examples of how you can build them into your day.



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD



REMEMBER
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EMBRACE NEW
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YOUR TIME,
YOUR WORDS,
YOUR PRESENCE



TALK & LISTEN,
BE THERE,
FEEL CONNECTED

Building strong relationships with others is an essential part of building resilience and boosting wellbeing.

Evidence shows that **connecting** with others including colleagues, friends, family and the wider community promotes wellbeing, and helps to build a strong support network for when times are tough.

We all need to feel a sense of **connection** with others and to feel valued by others. At work, having good relationships with colleagues helps us to stay engaged and motivated. **Connecting** is about being there for others, listening, and feeling a sense of belonging.

Examples:

- ♦ Talk to someone and really listen to their reply
- ♦ Organise a shared lunch
- ♦ Reconnect with an old friend or colleague
- ♦ Find ways to collaborate
- ♦ Plan a social event at work
- ♦ Spend time with your children
- ♦ Talk or phone instead of texting or emailing
- ♦ Join a club





DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD

Getting physically active everyday is great for our bodies and minds.

As well as improving our physical health, being **active** also improves our mood, sleep quality, reduces stress, depression and anxiety while also boosting our self-esteem.

These benefits are increased when we get outside in nature.

Being **active** with others can help us to build social connections and motivates us to build new habits.

Being **active** means different things to different people, so do what you enjoy and move your mood. Any form of physical **activity** is beneficial, so find something that suits your mobility and fitness.

At work consider how you could move or stand more, to build being more **active** into your work day.

Examples:

- ♦ Go for a lunch time walk
- ♦ Join a sports team
- ♦ Break up long periods of sitting
- ♦ Have a walking meeting
- ♦ Sign up to take a new activity class
- ♦ Do some gardening
- ♦ Try some stretches at your desk
- ♦ Stand up while making phone calls





REMEMBER THE SIMPLE THINGS THAT GIVE YOU JOY

Being more attentive to the present moment, to thoughts and feelings and the world around us can increase our sense of wellbeing.

Increasing our awareness, concentration and focus on the present moment and the task at hand, has been demonstrated to improve our mood and wellbeing.

Practicing these skills can increase our productivity, accuracy and creativity.

Taking notice or becoming more aware of the present moment means noticing the sights, smells, sounds and taste that we are experiencing, as well as the thoughts and feelings that occur from one moment to the next. It is about reconnecting with the world around us, learning to appreciate the little things and savouring the moment.

Examples:

- ◆ Practice gratitude
- ◆ Take a break from digital devices
- ◆ Single task focus – do one thing at a time
- ◆ Notice signs of the changing seasons
- ◆ Try a mindful practice
- ◆ Sit quietly in a garden or on a beach and listen to the waves





EMBRACE NEW EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF

Being curious and seeking out new opportunities to learn positively stimulates the brain.

Goal setting, being open to new ideas and continuing to **learn** throughout life helps to build resilience and enhances wellbeing.

Learning improves our self-esteem, keeps us connected, and helps us to adapt to change, as well as assisting us to find meaning in our lives. In later life it has also been shown to help prevent depression.

It is important to remember that **learning** need not be about formal education, it is about exploring new ideas, rediscovering old interests and keeping an open mind to embrace new concepts. It simply means to remain curious and enquiring throughout our lives.

Examples:

- ◆ Learn to play an instrument
- ◆ Listen to a podcast or read a book
- ◆ Take on a new task at work
- ◆ Organise a lunchtime workshop to share a skill with colleagues
- ◆ Take a course
- ◆ Visit the museum
- ◆ Set a goal and work towards achieving it
- ◆ Get to know your colleagues, learn about their interests
- ◆ Learn a language
- ◆ Try a new art or craft project
- ◆ Invite someone into your workplace to give a talk or presentation





YOUR TIME,
YOUR WORDS,
YOUR PRESENCE

Giving makes us feel good. Carrying out acts of kindness, large or small, can increase happiness, life satisfaction and our overall wellbeing.

Giving is more than just sharing material things with others. It's about cultivating a spirit of generosity and actively supporting others.

Giving, receiving and being aware of acts of kindness, even indirectly *gives* us a sense of purpose and self-worth.

Giving also builds a sense of being interconnected with others. At work a culture of *giving* helps to build a positive emotional environment and promotes connection, empathy and team work.

Examples:

- ◆ Compliment someone
- ◆ Help a colleague with their work
- ◆ Share your ideas and invite feedback
- ◆ Get involved with a charity
- ◆ Express gratitude – thank people
- ◆ Make someone a hot drink
- ◆ Perform a random act of kindness for a colleague, friend or even a stranger



5 Ways to wellbeing

Research has shown that there are five simple ways in which we can improve our wellbeing: **connect**, **be active**, **take notice**, **keep learning** and **give**. Doing these five actions day-to-day can help us to cope with stress and to live happier and healthier lives in ways which are good for us and others!

These simple actions can be undertaken by anyone or any age and everyone can benefit from giving the **5 Ways to Wellbeing** a try, at home, at school, at work. Here are just a few ideas to get you started:

Connect

Connect with people around you; with family, friends, neighbours or people you meet at work, school or at the shops. Social connections are important in your life so invest in developing them. Building connections will support and strengthen you every day.

Be active

Keep your mind and body active. Step outside your house, garden, walk, dance, go for a bike ride. Moving your body makes you feel good and improves your physical health too. Find something that you enjoy, that suits your ability and do it regularly.

Take notice

Be curious, be aware of the world around you and what you are feeling. Notice the changing seasons and the beautiful sights, smells and sounds. Remember the simple things that can bring you joy; listening to the ocean waves come to shore, bird song, colours in the sky at sunset or sunrise. Being aware of what is happening in the moment can help you feel calm and reduce stress.

Keep learning

Try something new or rediscover a past interest. Sign up for that course, read a book, take on a new role at work, learn to play a musical instrument, take a language course.

Give

Do something kind for a friend, or a stranger. Thank someone, smile or say hello. Volunteer or join a community group, help a neighbour. Seeing yourself and your happiness linked to your wider community gives you a sense of purpose and belonging. Building connections and community.

Go to [Home \(falklands.gov.fk\)](http://Home.falklands.gov.fk) to download the *My 5 Ways to Wellbeing Plan* and make the **5 Ways** a part of your way to wellbeing



Public
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Unit

Example messaging

Like physical health, we can all benefit from looking after our mental health.

The Five Ways to Wellbeing (**Connect**, **Be active**, **Take notice**, **Keep learning**, **Give**) are simple, proven actions that we can all do to find balance, build resilience and improve our mental wellbeing.

There will be activities and tools to help us as individuals and teams incorporate the Five Ways of Wellbeing into our way of working.

As an organisation, we'll be looking at what we can do to provide a supportive environment that helps you to look after your mental health and practice the Five Ways every day.

As we introduce the Five Ways of Wellbeing we welcome your feedback and input to make this a positive initiative.

Why the Five Ways to Wellbeing work:

Connect: Strengthening relationships with others and feeling valued by others, including at work, is vital to boosting wellbeing.

Be active: Being physically active, including at work not only improves physical health but improves mood and wellbeing, while decreasing stress, depression and anxiety.

Take notice: Paying more attention to the present moment, to thoughts and feelings and to the world around us, boosts our wellbeing.

Keep learning: Being curious and seeking out new experiences at work and in life more generally stimulates the brain.

Give: Carrying out acts of kindness, big and small, can increase happiness, life satisfaction and overall wellbeing.

Goal Setting Template #1

Use this template to encourage and support your teams to set their own goals for how they can build more of the Five Ways to Wellbeing into their day.

Introducing the Five Ways to Wellbeing

Are there new activities the team has been curious about trying? Are there activities that the team used to do in the past that they would like to get back into? What else could the team do at work?

As a team, we already [Connect, Be active, Take notice, Keep learning, Give] by:

How it feels when we do this:

We would like to start or get back into, doing this by:

We could do more of this at work by:

Using this, we plan to:

Action:

e.g. Go for a lunch time walk once a fortnight as a team

By when:

Tomorrow and then fortnightly

1.

2.

3.

4.

Goal Setting Template #2

Use this template to encourage and support individuals to set their own goals for how they can build more of the Five Ways to Wellbeing into their work and home lives.

Take a look at below and tick any you have done in the last week.

Connect	Be active	Take notice	Keep learning	Give
Phoned a friend <input type="checkbox"/>	Walked to work <input type="checkbox"/>	Sat quietly on the beach <input type="checkbox"/>	Asked for help and learnt something new <input type="checkbox"/>	Helped with homework or the dishes <input type="checkbox"/>
Wrote a letter <input type="checkbox"/>	Danced <input type="checkbox"/>	Watched the sunrise / sunset <input type="checkbox"/>	Tried a new recipe <input type="checkbox"/>	Supported a friend <input type="checkbox"/>
Played with kids <input type="checkbox"/>	Used the stairs <input type="checkbox"/>	Found out about a local issue <input type="checkbox"/>	Discovered the answer to a question <input type="checkbox"/>	Thanked someone <input type="checkbox"/>
Chatted with a neighbour <input type="checkbox"/>	Walked at lunchtime <input type="checkbox"/>	Closed my eyes and breathed or practiced mindfulness <input type="checkbox"/>	Attended a course or took on a new task <input type="checkbox"/>	Made a hot drink for colleagues <input type="checkbox"/>
Talked or phoned instead of emailing <input type="checkbox"/>	Did housework and / or gardening <input type="checkbox"/>	Listened to my favourite song <input type="checkbox"/>	Visited the library <input type="checkbox"/>	Paid someone a compliment <input type="checkbox"/>
Invited someone for coffee or a walk <input type="checkbox"/>	Walked my dogs <input type="checkbox"/>	Went for a walk and noticed nature <input type="checkbox"/>	Read a book <input type="checkbox"/>	Smiled at a stranger <input type="checkbox"/>
Attended a local event with others <input type="checkbox"/>	Went for a family bike ride <input type="checkbox"/>	Asked about someone's day and listened <input type="checkbox"/>	Learnt a new word <input type="checkbox"/>	Helped someone out <input type="checkbox"/>
Add your own <input type="checkbox"/> <div></div>	Add your own <input type="checkbox"/> <div></div>	Add your own <input type="checkbox"/> <div></div>	Add your own <input type="checkbox"/> <div></div>	Add your own <input type="checkbox"/> <div></div>

SCORE: Now add up the number of ticks in each column:

<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
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Are there any areas that have no or only one or two activities? Pick out something from the list, or add something you would like to do that isn't noted and make time to try these out next week.

Goal Setting Template #3

Use this template along with the My Five Ways to Wellbeing Plan to encourage your people to consider what they are currently doing, what they have done in the past, or what they would like to do to bring the Five Ways to Wellbeing more into their lives.

If there are areas where you can't think of anything you are currently doing, make an effort to try something new. Some examples are listed below to give you some inspiration.

Connect

- ♦ If you haven't seen a friend for a while give them a call
- ♦ Invite some friends over for a meal
- ♦ If you have a new co-worker or neighbour invite them for a coffee/tea and get to know them better
- ♦ Say hello to a stranger

Be active

- ♦ Ask a friend to join you for a walk or run
- ♦ Help a neighbour or friend with their gardening
- ♦ Consider if you could walk rather than take the car for short journeys
- ♦ Was there a sport you enjoyed in the past? Find out about local clubs and re-start

Take notice

- ♦ At the end of each day, ask yourself what you are grateful for
- ♦ What made you smile today?
- ♦ Notice how you are sleeping. Is there anything you can do to improve your sleep quality, for example not taking your phone, laptop or tablet to bed?
- ♦ Take notice of the subtle changes in the seasons

Keep learning

- ♦ Talk to a relative and find out more about your family history
- ♦ Learn a new recipe
- ♦ Read a book
- ♦ Research a place you would like to visit






Give

- ♦ Smile or say hello to a stranger, it only takes a second and it could make someone's day
- ♦ Have a clear out and give unwanted but useable items to charity
- ♦ Find out about local volunteering opportunities (see Community Directory)
- ♦ Help out a family member by offering to watch their children for an afternoon

My **5** Ways to Wellbeing plan.

Use this sheet and ideas from our 5 Ways to Wellbeing poster, to make the 5 Ways a part of *your* way to wellbeing!

[Home \(falklands.gov.fk\)](http://Home(falklands.gov.fk))

			
			
			
			
			
	What am I doing now?	What do I want to change or do more of?	What is one next step I can take in each area to get started?

Introducing and practicing mindfulness

Use this practical example to support your people and teams to **connect** to the present moment and **take notice**.

Encourage your staff to start their day by practicing the 3 Minute Breathing Space before switching on their computer to commence the day.

Introduce a short reflective practice (e.g. an inspiring quote, or a mindful breathing exercise) to commence and end meetings.

3 Minute Breathing Space

Adapted from⁸

Step 1: Becoming aware (1 minute)

Begin by deliberately adopting a posture, whether seated or standing that allows the spine to be erect and the front of the body open. If comfortable and possible, close your eyes. Then bring your awareness to your inner experience, ask: What is my experience right now? What thoughts are going through my mind? As best you can, acknowledge thoughts as mental events, perhaps putting them into a word or words. What feelings are here? Turning towards any sense of emotional discomfort or unpleasant feelings, acknowledge their presence. What body sensations are here? Perhaps quickly scanning the body to pick up any sensations of tightness or bracing.

Step 2: Gathering (1 minute)

The re-direct your attention to focus on the physical sensations of the breath. You may wish to place your hand on your stomach to connect physically with the movement of the breath. Aware of the feeling of the stomach expanding on the breath in and falling back on the breath out.

Follow the breath all the way in and all the way out. Use the breath as a means to anchor yourself in the present moment. If you find your focus wanders, without judgement just bring it back to awareness of the breath. You can always add in an additional focus if you need to by mentally counting the breathing in and out.

Step 3: Expanding (1 minute)

Now expand the field of your awareness beyond your breath awareness, so that in addition to feeling and being aware of the breath, you also start to become aware of the whole body, your posture and facial expression.

If you become aware of any sensations of discomfort, tension or resistance, focus in on them and imagine that you are breathing in and out of these areas, allowing a sense of softening and openness. You may wish to remind yourself that experiences change from moment to moment, so you might want to say to yourself "It's ok..., whatever is here, is already here, let me feel it."

As best you can, bring this sense of expanded awareness into the next moments of your day.

⁸Mark Williams, John Teasdale, Zindel Segal & Jon Kabat Zinn (n.d.) The 3 minute breathing space

Fun ideas for the workplace

Help your team members to connect, learn new things about one another and have a laugh. These activities work well for social events, team challenges or competitions or simply to change up the regular team meeting every now and then.

Organise a baby photo competition – guess who the baby is!



Instructions:

1. Ask everyone who would like to take part to bring in and place in a collection box a photo of themselves as a baby
2. Place the photos on a bulletin board/or display area
3. At the event provide everyone with a list of numbers corresponding to the photos and ask them to guess who is who
4. The person with the most correct guesses wins



Did you know?



Instructions:

1. Before the event give each person a card to fill in titled 'Did you know?'
2. Ask team members to write something about themselves, that they are happy to share with everyone else and which others are not likely to know about them. It could be a hobby, fact, something which they are proud of achieving etc.
3. Collect all the cards and place them in a hat
4. The group facilitator can then pull one card at a time, as each card is read the group can discuss who they think it might be. Allow sometime for discussion before you ask the writer to reveal themselves

Alternatively, you could run a friendly competition: The facilitator could collect all cards and transfer to a list and provide the complete list to all team members. The goal is for each team member to complete the list by having conversations with team mates to try and work out who fits which card. Have a deadline for the competition and make the reveal at a team meeting / training session / workshop. You can offer a prize for the person who gets the most correct.

Workplace action plan template

[illegible]

Useful contacts and resources

There are a range of service providers, information and resources available that can support you as you develop your workplace with staff wellbeing in mind.

Professional mental health and wellbeing support - Emotional Wellbeing Team, KEMH, Tel 28082

Services and resources to support wellbeing - Public Health Unit, Tel 28095

Carol Morrison cmorrison@kemh.gov.fk

[Home \(falklands.gov.fk\)](http://Home(falklands.gov.fk))

Awareness and training – Mental Health First Aid – Falkland College, Tel 27133

Caroline Villegas cvillegas@college.ac.fk

Discover what's available in the community, including health and wellbeing services in the Community Directory [Community Directory \(falklands.gov.fk\)](http://Community Directory (falklands.gov.fk))

Local walk information

<https://www.falklandislands.com/visitor-information/download/walking-guides>

Useful sources of information on-line

<https://www.mind.org.uk/>

<https://www.mentalhealth.org.uk/>

<https://www.bemindfulonline.com/>

