

Five Ways to Wellbeing at Work



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CONNECT

TALK & LISTEN,
BE THERE,
FEEL CONNECTED

Give

Your time,
your words,
your presence

**TAKE
NOTICE**

REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY

**KEEP
LEARNING**

EMBRACE NEW
EXPERIENCES.
SEE OPPORTUNITIES.
SURPRISE YOURSELF

**BE
ACTIVE**

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

Five Ways to Wellbeing at Work

TOOLKIT

Welcome

We're excited to bring you this practical toolkit of information, resources and know-how to support your teams to flourish and your organisation to thrive!

Mental wellbeing is one of the most valuable business assets. Workplaces that prioritise mental health have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing, greater morale and higher job satisfaction.

The Five Ways to Wellbeing (**Connect, Be Active, Take Notice, Keep Learning, Give**) are simple and proven actions that workplaces can introduce to help their people find balance, build resilience and boost mental health and wellbeing.

The Five Ways to Wellbeing can also support workplaces to meet their health and safety obligations to manage risks to mental health and wellbeing.

In this toolkit you'll find a range of fact sheets, tips, tools and templates to make it easy for you to support your teams to build the Five Ways into their day-to-day lives.

We wish you every success in taking action and building a flourishing workplace!

*Mental Health Foundation and
Health Promotion Agency*

The **Health Promotion Agency** (HPA) is a Crown entity, established in 2012 under the New Zealand Public Health and Disability Act 2000. HPA's vision is that New Zealanders realise their potential for good health and improved quality of life and New Zealand's economic and social development is enhanced by people leading healthier lives. HPA's dedicated workplace wellbeing website, www.wellplace.nz features helpful information and ways to take action on wellbeing topics in your workplace. www.hpa.org.nz

The **Mental Health Foundation** (MHF) is a charity that works towards creating a society free from discrimination, where all people enjoy positive mental health and wellbeing. We work to influence individuals, whānau, organisations and communities to improve and sustain their mental health and reach their full potential. www.mentalhealth.org.nz

The MHF and HPA developed this toolkit in partnership to enable New Zealand workplaces and their people to flourish.

Steps for success

These steps will help guide your Five Ways to Wellbeing focus, from planning to evaluation and everything in between. It links you to fact sheets and tools within the toolkit, making it easy to tailor your approach and encourage your people to make positive changes that boost mind and mood.

Steps

Supporting fact sheets

Promote the case for action and leadership

- 01 → About the Five Ways to Wellbeing
- 02 → The business case for wellbeing
- 03 → The role of leadership
- 04 → Creating a supportive environment

Actively communicate with and engage your people and teams

- 05 → Making it happen
- 06 → Engaging people and teams

Talk openly about mental health and wellbeing

- 07 → Understanding mental health and wellbeing
- 08 → Talking about wellbeing
- 09 → Getting help and advice

Evaluate your impact and celebrate your successes

- 10 → Evaluating success

Supporting tools

- 01 → Five Ways to Wellbeing information sheets
- 02 → Promotional materials
- 03 → Example messaging
- 04 → Goal setting
- 05 → Introducing mindfulness
- 06 → 'Did you know?' team game
- 07 → 'What is wellbeing?' team game
- 08 → 'Wellbeing bingo?' team game
- 09 → 'Taking notice of wellbeing' team game
- 10 → Action plan template
- 11 → Supporting information



01 Fact sheet

About the Five Ways to Wellbeing

Research shows there are five simple things you can do as part of your daily life – at work and at home – to build resilience, boost your wellbeing and lower your risk of developing mental health problems. These simple actions are known internationally as the Five Ways to Wellbeing¹.

CONNECT

TALK & LISTEN,
BE THERE,
FEEL CONNECTED

ME WHAKAWHANAUNGA

ME KŌRERO, ME WHAKARONGO,
ME WHAKAWĀTEA I A KOE, ME RONGO I TE
WHANAUNGATANGA

TAKE NOTICE

REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY

ME ARO TONU

ME ARO TONU KI NGĀ
MEA MĀMĀ NOĀ, I
NGĀKAU HARIKOA AI KOE

Give

Your time,
your words,
your presence

TUKUA

TE WĀ KI A KOE, Ō
KUPU, KO KOE TONU

KEEP LEARNING

EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF

ME AKO TONU

AWHITIA TE WHEAKO HOU,
KIMIHIĀ NGĀ ĀRA HOU, ME
OHORERE KOE I A KOE ANŌ

BE ACTIVE

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

ME KORI TONU

WHĀĪA TE MEA KA
TAEA E KOE, KIA
PĀREKAREKA TĀU I
WHAI AI, KIA PAI AKE
Ō PIROPIRO

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

The Five Ways to Wellbeing are – **Connect, Be Active, Keep Learning, Give,** and **Take Notice.**

They help people take care of their mental health and wellbeing. Regularly practising the Five Ways is beneficial for everyone – whether you have a mental health problem or not.

Why the Five Ways work:

- **Connect:** Strengthening relationships with others and feeling close to and valued by others, including at work, is critical to boosting wellbeing.
- **Keep Learning:** Being curious and seeking out new experiences at work and in life more generally positively stimulates the brain.
- **Be Active:** Being physically active, including at work, improves physical health and can improve mood and wellbeing and decrease stress, depression and anxiety.
- **Give:** Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.
- **Take Notice:** Paying more attention to the present moment, to thoughts and feelings and to the world around, boosts our wellbeing.

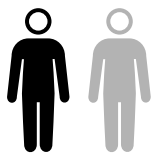
The Five Ways in action:

- **Connect** with the people around you. With family, friends, colleagues and neighbours.
- **Keep Learning.** Try something new. Rediscover an old interest. Take on a new responsibility at work.
- **Be Active.** Go for a walk or run. Step outside. Garden. Play a game.
- **Give.** Do something nice for a team mate. Thank someone. Volunteer your time.
- **Take Notice.** Remark on the unusual. Notice the changing seasons. Savour the moment.

02 Fact sheet

The business case for wellbeing

“Mental wellbeing is one of the most valuable business assets – like any asset it can be developed, maintained or neglected”
(Wellplace.nz)



Mental health problems are common, with nearly one in two New Zealanders likely to meet the criteria for a mental illness at some time in their lives¹.



As with any health condition, mental health problems can affect a person's work and cause substantial costs to organisations².



While any one of us may experience stress, anxiety and depression at some time in our lives, there are things workplaces can do to support their people to build resilience and have positive mental health, so they can cope with setbacks and take advantage of opportunities³.



Workplaces that prioritise mental health have better engagement, reduced absenteeism and higher productivity, while people have improved wellbeing and greater morale⁴.



An Australian analysis found workplaces who take effective action to create mentally healthy workplaces can expect a return on investment of \$2.30 for every dollar spent⁵.



Employees who believe their employer cares about their wellbeing are more engaged at work than others⁶.



Work environments can have a negative impact on mental health. Workplaces have a legal responsibility under the Health and Safety at Work Act 2015 to manage risks to mental health and wellbeing just like they do any other health and safety risk⁷.

1 Ministry of Health. (2006). Te Rau Henager: The New Zealand Mental Health Survey.

2 BusinessNZ. (2013). The Southern Cross Health Society-Gallagher-Bassett. Wellness in the Workplace: Survey Report 2013.

3 Mental Health Foundation of New Zealand (2017). Working Well. A workplace guide to mental health.

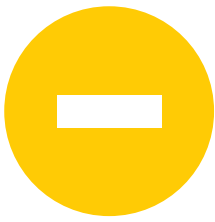
4 The Executive Connection. The hidden costs of ignoring employee mental health.

5 PricewaterhouseCoopers. (2014). Creating a mentally healthy workplace Return on investment analysis.

6 Rhoades, L., & Eisenberger, R. (2002). Perceived Organizational Support: A Review of the Literature.

7 www.wellplace.nz. (n.d.). Employers' legal responsibilities.

Benefits of wellbeing programmes



Reduction in:

- Sick leave
- Stress
- Staff turn over
- Accidents and injuries
- Temporary recruitment
- Recruitment costs
- Management time
- Workplace conflict
- Overtime payments
- Permanent staff payroll
- Legal costs/claims



Increase in:

- Revenues
- Productivity
- Company profile
- Employee health and welfare
- Job satisfaction
- Staff motivation, morale and sense of belonging
- Cooperative and quality workplace relationships
- Customer service and satisfaction
- Competitive advantage
- Attracting and keeping the best people

SOURCES: Accident Compensation Corporation, Mental Health Foundation Working Well Guide, Health Promotion Agency



03 Fact sheet

The role of leadership

Leadership commitment and engagement is the most important factor to achieve healthy workplaces¹.

- With leadership and management support behind you, your actions to improve the culture and mental health of the workplace are more likely to be effective².
- If those communicating the messages, e.g. leaders and managers, also model the behaviours, it makes the message more attainable or 'real' for people³.

For more information:

business.govt.nz for great advice and tools for improving your skills in leadership and managing people.

Champion the Five Ways:

- **Create a shared sense of purpose** – clearly communicate your vision for a mentally healthy team or workplace and take people along for the journey.
- **Really listen** – ask your team what they think about the Five Ways to Wellbeing and really **TAKE NOTICE** and take onboard what they say.
- **Set clear expectations** – ask managers to actively promote and support their people and teams to participate in the Five Ways.
- **Set the tone** – champion the Five Ways through staff emails, notice boards, staff Facebook groups, finding an opportunity to speak about it and participating in activities.
- **Lead by example** – be a role model for others and introduce the Five Ways into your life – take a well-earned break, go for a walk, say thank you, notice the trees and clouds and sky.

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

- **Value your people** – **TAKE NOTICE** of people's efforts and hard work and **GIVE** credit where it's due.
- **Create a culture of continual learning** – provide opportunities for people to grow and **KEEP LEARNING**.
- **Strengthen relationships & build trust** – take a moment every day to chat and **CONNECT** with your people.
- **Find your balance** – schedule time in your diary to exercise and **BE ACTIVE**.
- **Make yourself available to your people** – **GIVE** your time.

¹ World Health Organization (2017). Five keys to healthy workplaces.

² PricewaterhouseCoopers. (2014). Creating a mentally healthy workplace Return on investment analysis.

³ Mental Health Foundation of New Zealand (2017). Working Well. A workplace guide to mental health.

04 Fact sheet

Creating a supportive environment

Your people and teams will be more likely to build the Five Ways to Wellbeing into their day if the workplace environment and dynamics support this to happen, including culture, policies and practices.

To what extent can you and your colleagues answer 'yes' to these questions¹? Is there an opportunity to introduce, strengthen or promote some of these things as part of your Five Ways focus? Are there policies and strategic documents that have a focus on mental health and wellbeing?



Is there a culture of good work being acknowledged and appreciation being expressed, both formally and informally?



Is management and leadership training available and encouraged?
Are teams provided with opportunities to learn new skills?



Is there an environment of respect amongst team mates?
Do supervisors and managers have good, supportive relationships with their staff?



Is the work environment pleasant to work in?



Are there facilities to support staff to exercise at work – such as lockers, bike racks, showers?
Are people encouraged and able to safely move around during their work day?

Are there systems in place for managing interpersonal conflict?

Are there clear policies and procedures to prevent bullying, harassment and discrimination (including mental illness stigma and discrimination)? Do staff know about these?

Having clear policies and approaches for managing mental health helps workplaces to be consistent, but this may look different in different organisations. Small businesses may not have formal policies for every situation but can still develop a clear positive approach to mental health and communicate this effectively to staff.²

¹ Content adapted from WorkWell resources: www.workwell.health.nz

² Mind. (n.d.). Guide to employees: Wellness Action Plans (WAPS) – How to support your mental health at work.



For more information:

Good4Work to take the [quiz](#) and rate your workplace against essential elements for a positive culture and environment.

Open Minds for tools and information to equip managers to talk about mental health with people.

business.govt.nz for great advice and tools for managing people and leadership, such as [giving motivating feedback](#) or [communicating and giving feedback](#).



05 Fact sheet

Making it happen

There's no 'one size fits all' approach to workplace wellbeing. Every workplace is unique, so tailor the Five Ways to Wellbeing to suit your organisation and the resources you have available. Here are some tips to get you started.

Make it fun and interactive

Link with existing workplace activities, such as social groups, exercise sessions, volunteering days, shared meals or staff awards or recognition. Activities should be inclusive and suit a range of ages and abilities and encourage people to only do what they feel comfortable with. If you're developing new activities, take some inspiration from [Fact sheet: Engaging people and teams](#) and remember that even small changes can have a big impact.

Get input and feedback from your people

Ask people and teams what would support them to change their behaviours and build the Five Ways into their day. You could do this through a survey, discussion at a team meeting or inviting feedback on ideas. This is a good time to also ask how much your team currently connect with others, give their time, be active, etc., so you can measure to what extent people changed their behaviours and introduced the Five Ways. See [Fact sheet: Evaluating success](#) for examples of questions to ask.

Focus on teams or groups

Focus on teams or groups, especially in larger organisations, as employee participation is critical to success¹ and strengthening connections, including with your co-workers, is itself critical to boosting wellbeing².

Help teams understand mental health and wellbeing

Some people will be unfamiliar with mental health and wellbeing concepts – or will have a different understanding to others. The good news is the Five Ways are straightforward and will help people to understand these concepts too. Remember to use [Fact sheet: Understanding mental health and wellbeing](#) and [Tool: Five Ways to Wellbeing information sheets](#).

Support goal setting

Help teams and team members set goals so they can work out how to fit more of the Five Ways into work life as well as home life when they've clocked off. Even the practice of setting goals is good for wellbeing². There are a range of goal-setting templates in [Tool: Goal setting](#).

Consider the best approach for your workplace

While the Five Ways can be presented as a set, it is not essential to promote all at once, or encourage people to build all Five Ways into their lives at once. Many people may find such a target out of reach³. You might like to take a staged approach and focus on one of the Five Ways for a month or two and then move on to another. Use [Tool: Action plan template](#) to help.

¹ PricewaterhouseCoopers. (2014). Creating a mentally healthy workplace Return on investment analysis.

² New Economics Foundation. (2008). Five Ways to Wellbeing: The evidence.

³ Mental Health Foundation of New Zealand (2017). Five Ways to Wellbeing: A best practice guide.



Use clear and consistent communication

Keep the Five Ways top of mind amongst your people and teams by using channels such as notice boards, team Facebook groups, email, in a newsletter, via a poster in the staff room or common area, at a team meeting, via peers and wellbeing champions across the organisation, on the intranet.

Take a look at the Five Ways [promotional material](#) available to support your communications. There are also brief [information sheets](#) on each of the Five Ways for you to share.

To help you decide what to say to people and teams about the Five Ways, we've included some [examples of messages](#) which, along with the content in this toolkit, you can tailor to suit your workplace. There are also [template presentation slides](#).

Look for champions in your workplace

Anyone can be a leader for workplace wellbeing. Think of people and teams that could help communicate the Five Ways. Could they lead by example by introducing some of the Five Ways into their own lives, and then share their journey through a regular blog, newsletter column or updates at team meetings? See [Fact sheet: The role of leadership](#).

Celebrate and share your successes

Do this throughout your Five Ways focus, as well as once you have some final results on how it went. And don't shy away from communicating the things that didn't go as well as you'd hoped as authentic and open communication is usually valued and tends to encourage engagement. These are important lessons for next time and for others to learn from too. See [Fact sheet: Evaluating success](#).

Make it timely

Consider specific times of the year to help bring your Five Ways to life.
Consider what events are already on the calendar, such as:

All Five Ways	New Years – promoting the Five Ways as New Year’s resolutions	January
Connect	Neighbours Day	March
Connect	Pink Shirt Day	May
Connect / Take Notice	Matariki	June
Connect / Be Active	School holidays - to promote connecting with family and whānau and getting active	
Give	National Volunteer Week	June
Take Notice	International Day of Yoga	June
Be Active	Spring – promote getting active as the weather warms up	September
Keep Learning	Adult Learners’ Week	September
All Five Ways	Mental Health Awareness Week	October

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

Raising awareness and opening up conversations about mental health and wellbeing can bring up difficult things for some 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.

Use **Fact sheet: Getting help and advice** to make referrals for those who reach out for help and make the sheet widely available, such as in common areas and on the intranet. If someone needs to talk immediately, encourage them to call or text 1737 to talk with a trained counsellor, anytime. It’s free and completely confidential.



06 Fact sheet

Engaging people and teams

There are many ways you can inspire and motivate your people and teams to build the Five Ways to Wellbeing into their daily lives. Take some inspiration from the following activities and see [Fact sheet: Making it happen](#) for more tips.

All Five Ways	Create Five Ways to Wellbeing Awards to celebrate individuals and/or teams who introduce the Five Ways into their lives. Template awards certificate	Develop a photo board and invite team members to take pictures of what the Five Ways mean to them. Choose one of the 'Five Ways' to focus on each month.	Encourage and support teams to set goals and consider what they currently do and how they can do more of the Five Ways. Goal setting tools	Help your team/s embrace the Five Ways, get to know each other and have a laugh using one of our team games activities: 'Did you know?' team game 'What is wellbeing?' team game 'Wellbeing bingo?' team game 'Taking notice of wellbeing' team game	Make the Five Ways to Wellbeing information sheets available to your people and teams and/or present on the Five Ways – these are brief, they explain the Five Ways and they provide examples of what individuals can do. See template PowerPoint slides for presentations, meetings and events
Connect	At your team meeting, set a challenge for team members to Take Notice of the Five Ways to Wellbeing happening at work. 'Taking notice of wellbeing' team game	Provide a physical environment that allows teams to relax together, such as an outdoor bench, a couch or a kitchen table.	Encourage walking over and having a chat with your team mate, instead of emailing or calling.	Organise a baby photo competition – guess who the baby is!	Organise a shared team lunch once a month, to encourage everyone to eat together. Tie this in with celebrating and learning about team members' cultural backgrounds. (A balanced diet is good for wellbeing too, so consider what food you enjoy together)
Give	Develop a culture of saying thank you for hard work – both formally and informally. It might be as simple as providing cards so people can write handwritten thank you notes.	Encourage teams to bring any excess produce from their gardens to share with others.	Encourage people or teams to do an act of kindness once a week. (Doing this over a six-week period has been shown to increase wellbeing ¹)	Ask more experienced people in the team to buddy up with new/younger team members to share skills, insight and experience.	Explore opportunities for teams to volunteer in their local community.

Be Active	Encourage people to be as physically active as their fitness and mobility allow. You don't have to run a marathon to be active. Promote dancing, playing with the kids, walking, gentle forms of activity such as neck and shoulder exercises, stretches or Tai Chi. Fun ideas to keep your family active	Have a walking challenge or a challenge that gets people moving in other ways. Think of fun incentives, such as hidden messages for people to discover.	Promote sitting less, moving more and breaking up long periods of sitting. Guide to Sitting less, Moving More	Spread the word about any work-based team sports – or find out the most popular sport among your colleagues and then organise a match or tournament. Remember, even if you're not playing you can still be part of the support team.	Promote a team walk at lunch time in a local park, as connecting with nature is also good for wellbeing ¹ .
Take Notice	Provide a space for time-out and reflection, such as a comfortable corner, or an outdoor bench.	Promote people taking walks in a nearby park during breaks – encouraging them to notice the environment around them.	Introduce mindful awareness through a breathing or mindfulness exercise at the start of meetings. See Tool: Introducing mindfulness for a step by step guide to a short breathing exercise.	Organise yoga, Tai Chi or Pilates at work or opportunities for a massage.	Bring nature into your working environment by creating a shared garden or green space where people can grow small plants, introduce some pot plants into the workplace or frame a picture of a beautiful scene from nature.
Keep Learning	Organise lunch and learn workshops and encourage, support and invite people to become involved (e.g. ask people with hobbies to help organise/facilitate).	Invite team members to put their hand up for new challenges/ training to broaden their knowledge.	Take a team trip to a local museum or gallery.	Encourage people to listen to a podcast or read a journal article.	Start a book club and use communications like intranet, email or posters in common areas to share discussions and book reviews from the group.

1 New Economics Foundation. (2008). Five Ways to Wellbeing: The evidence.

07 Fact sheet

Understanding mental health and wellbeing

Mental health

The World Health Organization (2014) defines mental health as “...a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.”¹ Like physical health, we can all benefit from looking after our mental health.

Mental wellbeing (also known as ‘positive mental health’ and ‘flourishing’)

Mental wellbeing is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential². Mental wellbeing is more than the absence of mental illness and it is more than feeling happy.

Poor mental health

Poor mental health is a state of low mental wellbeing where you are unable to realise your own potential, cope with the day-to-day pressures of life, work productively or contribute to a community².

Mental health problems

We all have times when we struggle with our mental health, but mental health problems develop when these difficult experiences or feelings go on for a long time and affect our ability to enjoy and live our lives in the way we want to. You might receive a specific diagnosis from your doctor, or just feel more generally that you are experiencing poor mental health².

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

2 Mind. (n.d.). Guide to employees: Wellness Action Plans (WAPS) - How to support your mental health at work.



08 Fact sheet

Talking about wellbeing

Meaningful conversations about mental health and wellbeing don't have to be hard conversations. Being able to talk about our mental health, including our thoughts and feelings, is a sign of connection and a good attitude towards health at work.

It can be as simple as...

Ask a starter question and listen to how people are feeling and what is impacting (positively or negatively) on their actions and relationships at work:

- How are you? What's up?
- How are you going with work / home / family / friends?
- How do you feel about this?
- What have you been up to recently?
- What happened over the weekend?
- How did you solve that issue?
- What would help? Can I help?
- How are you finding that job?
- Are there any things that could make it better, easier, less stressful?



Or, for managers, it can be as simple as 1,2,3

1. Talk – Make talking about mental wellbeing an everyday thing. Keeping the kōrero alive and open in your workplace positively affects mental wellbeing.

2. Understand – Find out how you can support your team to find balance, build resilience and boost mental health and wellbeing. Let them know you're asking because you want to support the team to flourish. Use the Five Ways to Wellbeing to guide the discussion. Listen non-judgmentally, acknowledge the teams' thoughts and suggestions and don't take it personally. See [Tool: Goal setting templates](#)

3. Work together – As a team, identify things you can do together to build connections, friendships and have fun. Focusing on the strengths and abilities team members bring to the workplace and what resources everyone can bring to tautoko (support) wellbeing. See [Tools](#) for a range of resources to help you to work together.

Remember to take care of yourself too

Raising awareness and opening up conversations about mental health and wellbeing can bring up difficult things for some people. You might find that people start confiding in you and sharing their own experiences of their mental health ups and downs. Use [Fact sheet: Getting help and advice](#) to make referrals for those who reach out for help.

For more information:

[Open Minds](#) for more tools and information to equip managers to talk about mental health with their people.

09 Fact sheet

Getting help and advice

Raising awareness and opening up conversations about mental wellbeing can bring up difficult things for some people. Make this sheet widely available, such as in common areas and on the intranet.

Talk to someone

Need to talk? Free call or text 1737 to talk to a trained counsellor, anytime

Lifeline – 0800 543 354 for counselling and support

Depression Helpline – 0800 111 757 for support from trained counsellors

Youthline – 0800 37 66 33, free text 234 or email talk@youthline.co.nz for young people, and their parents, whānau and friends

Samaritans – 0800 726 666 for confidential support to anyone who is lonely or in emotional distress 24 hours a day, 365 days a year

Suicide Crisis Helpline – 0508 828 865 (0508 TAUTOKO) for people in distress, and people who are worried about someone else

Get support online

depression.org.nz includes The Journal, a free online self-help tool, and includes specific advice on helping someone at [work](#)

Netsafe – www.netsafe.org.nz for advice on how to stay safe online

Get advice about workplace issues

Employer Advice Line – 0800 20 90 20 for free advice for employers and managers on how to support team members with a disability or health condition, including mental health. Call for support within normal business hours (8am – 6pm working days)

Employment Relations Authority – 0800 20 90 20 for general queries on employment relations

Citizen's Advice Bureau – 0800 367 222 (0800 FOR CAB) for information and advice

Human Rights Commission – 0800 496 877 for advice or to make a complaint about discrimination

Your Employee Assistance Programme for counselling and support

Your **workplace union** for workplace support

Find support around sexuality or gender identity

OUTLine NZ – 0800 688 5463 (0800 OUTLINE), www.outline.org.nz for lesbian, gay, bisexual, transgender and intersex people. Free phone counselling is available Monday to Friday, 9am – 9pm, and weekends/holidays 6pm – 9pm

Find support around alcohol and drugs

Alcohol Drug Helpline – 0800 787 797 or text 8681 for a free and confidential chat with a trained counsellor, 24 hours a day, 7 days a week

For support around domestic violence

Family Violence Information Line – 0800 456 450 for information as well as services in your own region. The phoneline operates 9am – 11pm every day of the year



10 Fact sheet

Evaluating success

It's important to measure the impact of your Five Ways to Wellbeing. Knowing the reach and impact you achieved will help you learn what worked and what didn't and help build a case for future mental health and wellbeing initiatives.

Before you plan your Five Ways focus:

Find out how much your people and teams currently know about looking after their mental health and wellbeing. Find out how much they currently incorporate the Five Ways into their day. You might run a focus group or develop a brief survey or have one-on-one conversations to find this out. It's good to know this before you start, so, after Five Ways is finished, you can measure what behaviour change was achieved.

You might like to ask some questions such as:

- What do you currently do to take care of your mental health and wellbeing?
- Do you know what you can do to take care of your mental health and wellbeing?
- On a scale from 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 from 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 from 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? (refer people to [Fact sheet: About the Five Ways to Wellbeing](#) to help explain the Five Ways)

- On a scale from 1 to 10 (1 – 'Very poor' to 10 – 'Excellent'), how would you rate your own mental wellbeing? (You can include the definition of mental wellbeing in [Fact sheet: Understanding mental health and wellbeing](#), to help people understand what you mean)

(These same questions can be repeated after your Five Ways focus is completed to see if you made a difference)

After your Five Ways focus is completed, ask yourself:

What we did?

What worked?

What would we do differently next time?

Did the Five Ways create positive conversations about mental health and wellbeing among teams?

Did people/teams introduce the Five Ways into their day? Why? Why not? Has this had a positive impact on their mental wellbeing?

Celebrate your successes

Remember to share your results and your successes with others (colleagues and leaders) – do this throughout Five Ways, as well as once you have some final results.

Share your learnings

Don't shy away from sharing the things that didn't go as well as you'd hoped or the things you found challenging. These are important lessons for next time and for others to learn from too.

01 Tool

Five Ways to Wellbeing information sheets

Use these information sheets to help your people understand each of the Five Ways, including why they are good for mental health and what you can do to build them into your day

Give

**BE
ACTIVE**

**KEEP
LEARNING**

**TAKE
NOTICE**

CONNECT



**TALK & LISTEN,
BE THERE,
FEEL CONNECTED**



**ME KŌRERO, ME WHAKARONGO,
ME WHAKAWĀTEA I A KOE, ME RONGO I TE
WHANAUNGATANGA**

Strong relationships with others are an essential part of building resilience and boosting wellbeing.

Evidence shows that **CONNECTING** with others including colleagues, friends, whānau and the wider community promotes wellbeing, and helps build a support network for when times get tough.

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

Examples:

- Talk to someone – and really listen
- Organise a shared lunch
- Reconnect with an old friend
- Eat lunch with colleagues
- Find ways to collaborate
- Plan a social event at work
- Play with your kids
- Talk or phone instead of emailing
- Join a team or club

“I arrange to meet a friend for lunch once a week. Just an hour away from the office having a chat, sharing worries and having a laugh reenergises me.” Julia, IT support



**KEEP
LEARNING**

**EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF**



ME AKO TONU

**AWHITIA TE WHEAKO HOU,
KIMIHIHIA NGĀ ARA HOU, ME
OHORERE KOE I A KOE ANŌ**

Being curious and seeking out new experiences positively stimulates the brain.

Setting goals, being open to new ideas and continuing to **LEARN** throughout life helps boost wellbeing and build resilience.

Learning improves our self-esteem, keeps us connected and involved and helps us adapt to change and find meaning in our lives. It has also been shown to help prevent depression in later years.

Learning is more than just formal education – it's about exploring new ideas, seeing opportunities, embracing new experiences and sharpening our skills. It means being curious and having an enquiring mind, in all areas of life.

Examples:

- Take a course
- Learn an instrument or language
- Visit a public art space
- Add to your work knowledge
- Organise lunchtime workshops
- Set a goal and work towards achieving it
- Take on a new task or help someone
- Get to know your colleagues more
- Join a book club
- Listen to a podcast or read a journal article

“Once a month we have a lunchtime workshop. An organising group member invites someone to talk to us, or do an activity, and we provide sandwiches. I persuaded my husband to come and give us some basic accounting principles, and last month we had a demonstration on maintaining a bicycle from the bike shop – I think they sold two!” AM, Marketing





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



**WHĀIA TE MEA KA
TAEA E KOE, KIA
PĀREKAREKA TĀU I
WHAI AI, KIA PAI AKE
Ō PIROPIRO**

Being physically active every day is great for our bodies and minds.

As well as improving physical health and fitness, being **ACTIVE** can also improve our mood and overall mental wellbeing, and decrease stress, depression and anxiety.

These benefits are increased when we get outside.

Being active with others can help us feel more connected, and motivates us to build new habits.

Being active does not have to mean going for a run. Do what you can to move your mood. Any form of physical movement can be beneficial – find something that you enjoy and that suits your level of mobility and fitness.

Think about how you could move or stand more at work – build habits to bring more active movement into your work day.

Examples:

- Go for a gentle stroll at lunchtime
- Join a sports team
- Break up long periods of sitting
- Have walking meetings
- Take a yoga, Pilates or Tai Chi class
- Use the stairs instead of the lift
- Do some gardening
- Try some stretches

“I found that taking short breaks throughout the day helps move my mood.”
Ashley



**Your time,
your words,
your presence**



**TE WĀ KI A KOE, Ō
KUPU, KO KOE TONU**

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

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

The acts of giving, receiving and being aware of acts of kindness, even indirectly, give us a sense of purpose and self-worth.

Giving also builds mana and connection 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 or feedback
- Get involved with a charity
- Express gratitude - thank someone
- Make someone a cup of tea
- Support a friend or whānau member
- Do the dishes for someone
- Perform a random act of kindness for a colleague, friend or even a stranger

“After our colleague had a stroke, my team decided to raise money for the Stroke Foundation, and we all went to the office to hand over the cheque. It felt so good to be part of something that will make a positive difference to others.” Jules, Accounts Manager



TAKE
NOTICE

REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



ME ARO
TONU

ME ARO TONU KI NGĀ
MEA MĀMĀ NOA, I
NGĀKAU HARIKOĀ AI KOE

**Paying more attention to the present moment,
to thoughts and feelings and to the world
around us can boost our wellbeing.**

Using **ATTENTION** to increase awareness, concentration, and focus on the current moment and the task at hand, has been shown to improve wellbeing and mood.

These are skills that can give us greater creativity, accuracy, and productivity.

Becoming more aware of the present moment means noticing the sights, smells, sounds and tastes we're experiencing, as well as the thoughts and feelings that occur from one moment to the next. It's about reconnecting with the world around us, appreciating the little things and savouring the moment.

Examples:

- Keep a beautiful object near your desk
- Plan to look up at the night sky
- Notice signs of the season changing
- Practise gratitude
- Try mindfulness meditation
- Sit quietly in a garden or park
- Listen to your favourite music
- Take a break from digital devices
- Single-task – do one thing at a time

“Since I started meditating during my morning break, I am finding I can stay much calmer when I get difficult calls and have to deal with heated emotions on the phone. Generally, I don’t feel as stressed when I get home as I used to.” Matthew, Customer Services



02 Tool

Promotional material

There's a whole range of free Five Ways to Wellbeing materials – such as posters, bookmarks, postcards – to help you communicate the Five Ways messages across your organisation and reinforce your activities.

[Order](#) free Five Ways printed materials

[Download](#) free Five Ways materials



03 Tool

Example messaging

We've included a range of messages below for you to pick and choose from and include in your communications about the Five Ways to Wellbeing.

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 and proven actions we can all do to find balance, build resilience and boost our mental wellbeing.

Our Five Ways to Wellbeing at Work will help you build the Five Ways into your life and routines.

There'll be fun activities to support us as individuals and teams to Connect, Give, Take Notice, Be Active, Keep Learning.

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

There'll be opportunities to learn more about the Five Ways and set your own goals around what you can do more of.

The Five Ways to Wellbeing are:

- Connect** – Me whakawhanaunga – be there for others, build strong relationships
- Keep Learning** – Me ako tonu – be curious and seek out new experiences
- Be Active** – Me kori tonu – do regular physical activity that you enjoy
- Give** – Tukua – carry out acts of kindness, whether small or large
- Take Notice** – Me aro tonu – appreciate the world around you

Why the Five Ways work:

- Connect:** Strong relationships with others, including at work, are an essential part of building resilience and boosting wellbeing.
- Keep Learning:** Being curious and seeking out new experiences at work and in life more generally positively stimulates the brain.
- Be Active:** Being physically active, including at work, improves physical health and can improve mood and wellbeing and decrease stress, depression and anxiety.
- Give:** Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.
- Take Notice:** Paying more attention to the present moment, to thoughts and feelings and to the world around, can boost our wellbeing.

Goal setting templates

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 the team used to do in the past, that you'd like to get back into? How could the team do more of this at work?

As a team, we already [*Be Active, Give, Take Notice, Keep Learning, Connect*] by:

How it feels when we do this:

We'd 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 walk at lunch once a fortnight as a team

By when:

Tomorrow and then fortnightly

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 the activities below and tick any you have done in the last week.

				
Helped with homework or the dishes	Walked to work	Asked for help and learnt something new	Sat quietly in a garden or park	Phoned a friend
Supported a friend	Danced	Tried a new recipe	Watched the sunset/sunrise	Wrote a letter
Thanked someone	Used the stairs	Used Wikipedia to answer a question	Found out about a local issue	Played with kids
Made hot drinks for colleagues	Walked at lunchtime	Attended a course or took on a new task	Closed my eyes and breathed or practised mindfulness	Chatted with a neighbour
Paid someone a compliment	Did house work and/or gardening	Went to the library to get information	Listened to my favourite song	Talked or phoned instead of emailing
Smiled at a stranger	Walked my dogs	Read a book	Went to a park and noticed nature	Invited someone for coffee or a walk
Helped someone out	Took the walking school bus	Learnt a new word	Asked about someone's day and listened	Attended a local event with others
Add your own	Add your own	Add your own	Add your own	Add your own

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

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

Take 5 minutes to think about the Five Ways to Wellbeing.

For each area, think of activities you enjoy doing – paying attention to things you haven't done for a while, and plan to do them. If there is an area where you can't think of anything you are doing, make an effort to try something new. Some examples are provided as inspiration.



- Say, "Good on ya mate". It only takes a second, but it can make someone's day.
- Have a clean out of the garage and your wardrobe and take unwanted things to a charity shop.
- Cook your partner a surprise dinner.
- Give your time or your skills by volunteering – at a local church, sports club or charity.
- Help out a family member by watching their kids for an afternoon.



- At the end of the day, ask yourself what you are grateful for or what made you smile today.
- Notice how you are sleeping. Try not to turn on the T.V. or take your phone, tablet or laptop to bed.
- Take notice of the changing seasons and get busy in the garden.



- Haven't seen a friend in a while? Give them a call or send them a text to see what they are up to.
- Have people over for dinner – share some kai and have a yarn.
- If a new co-worker joined the team or you got a new neighbour – invite them to grab a coffee and get to know them better.



- Talk to your relatives and find out more about your family history.
- Read a book about an interesting person's life or about a place you have always wanted to visit.
- Watch an interesting documentary or listen to a podcast.
- Learn a new recipe.



- Play a game of sport, or head to the beach for a swim.
 - Try a free trial at your local gym and see how you like it.
 - When you catch up with a mate, do a sport or a bush walk.
 - Get your running shoes out and see how far you can go.
 - Walk somewhere you would normally drive.
-



05 Tool

Introducing mindfulness

Use these practical examples to support your people and teams to take a minute and Take Notice:

Begin meetings with karakia (prayer) or a short reflection (e.g. an inspiring quote) followed by a brief period of silence, allowing people to breathe mindfully and bring their full attention into the room. End in a similar way.

Kick off meetings with a short 3 minute breathing exercise (talk them through these steps)

1. Pause, take a deep breath and place your feet flat on the floor. Really feel your heart in contact with the ground underneath you.
2. Now place your hands on your stomach and take two or three breaths, noticing your stomach rising and falling with each in and out breath.
3. When you feel comfortable, close your eyes.
4. Keep breathing deeply into your stomach. Breathe in for a count of five, then hold your breath for a count of five, and breathe out slowly for a count of five.
5. For about one minute, keep breathing like this: in for five, hold for five, out for five.
6. When you're ready, slowly bring attention back to the room, noticing the sounds around you. Open your eyes.
7. Take a moment to notice how you are feeling.



06 Tool

‘Did you know?’ team game

Help your team members
Connect, learn new things about
each other and have a laugh.
This activity works well for social
events, team building, team
challenges and competitions, as
a warm up exercise or ice breaker
or to simply spice up your regular
team meeting.



Instructions:

1. Before the event, give each team member a card to fill in titled ‘Did you know?’
2. Ask each team member to write something about themselves that they are happy to share with their team mates (something they don’t think the team knows about them already). It could be a hobby they do, an adventure they had an achievement they are proud of, or simply an interesting fact about something they like.

Examples include:

- I have a secret love of knitting
 - I have been to seven different countries
 - I have three cats named Huey, Duey and Louie
 - I won a prize at school for playing the ukulele
 - I spend the weekends teaching people to swim
 - I am a ninja at unjamming the photocopier
 - My secret talent is untangling cables
 - I’m a ninja at getting my kids to sleep
 - I know all the Hairy Maclary books off by heart
 - I’m the captain of my sports team
3. Collect the cards from team members. Depending on the size of the group or occasion, you can then do any of the following activities:

Mix and Mingle

Hand out the cards to each participant and ask them to find the person who wrote the card.

People will need to mix and talk to each other asking questions and finding out about each other. It can be a good way for new people to meet each other or for teams to reconnect and get to know each other better. Make sure you leave time for people to report back. If anyone hasn't managed to find their match, get the whole group to help out.

Group Discovery (for smaller groups)

This activity allows for the whole group to learn new things about each other and have some laughter and fun together. It is an opportunity for new strengths to be shown that people may not see at work.

The cards are gathered in a hat or container and the team leader or group facilitator pulls one card out at a time. Each card is read and the group is asked who they think might have written this. Allow some discussion then ask for the real writer to make themselves known.

This is repeated for each card.

Skills scavenger hunt

Instead of cards, ask team members what their hidden talent is and make a list. Everyone in the team gets a copy.

Our hidden talents

Talent	Name
<i>I am a ninja at unjamming the photocopier</i>	
<i>My secret talent is untangling cables</i>	
<i>I'm a ninja at getting my kids to sleep</i>	
<i>I know all the Hairy Maclary books off by heart</i>	

The goal is for each team member to complete the list by having conversations with team mates to work out who fits which talent. To support the spirit of friendly competition, have a deadline for returning the completed list – this could be the week between staff meetings, over the evening at a social event, or throughout a day at a training session or workshop. You can offer prizes for the person who gets the highest score.



‘What is wellbeing?’ team game

This game offers an opportunity to raise awareness that mental wellbeing is something to look after and to talk about. Your team will also have a chance to do three of the Five Ways to Wellbeing - Connect, Keep Learning and Take Notice. This activity works well for team building, team challenges and competitions and as a warm up exercise or ice breaker.

Instructions:

1. Before the event, print off a set of **pictures** and cut them into individual cards.
2. Have the cards spread out on a table or displayed around the room depending on the size of your space and numbers in your group. Ask the group to pick a picture from those available that reminds them of something they do, a place they visit or a time when they feel good (you can use other words like contented, happy, refreshed, enjoyed...). It's good to get people to move about if possible to look through the pictures.
3. Get the group to either stand next to the picture or sit down with the picture and to pair up and tell the person next to them about why they picked that image and what about it reminded them of feeling good. If you have a small group, do this as an introduction round for a meeting where each person introduces themselves and tells the group about their picture.
4. Bring the group together and ask if anyone would like to share with the group what the picture meant to them and how it relates to them feeling good.
5. Get the group to look at the range of pictures and activities picked and highlight the links to the Five Ways.
6. Ask the group how many people picked images that:
 - Were about connecting to people, family friends or being involved in a team? (Connect)
 - Were about doing an activity like cooking, gardening or making something? Ask if this was about learning new skills or practicing skills they enjoy? (Keep Learning)
 - Were about sharing or time with others, through helping family or sharing tasks or doing something for the environment? (Give)
 - Were about physical activity like sport, walking, dance etc? (Be Active)
 - Were about being absorbed in something like reading or being in nature - doing something where they took time out and enjoyed the moment? (Take Notice).

Alternatively, simply have the Five Ways speech bubble images on the table or walls and ask the group to link where they think their picture relates to.

This activity highlights that:

- There are many ways to support mental wellbeing.
- That everyone has different preferences and knows about what they enjoy and what supports them.
- It provides an opportunity to share ideas for actions to support wellbeing and consider how often people make time to do these things.
- People may be doing more of some things (like Be Active) but less of some things (like Take Notice) and you can discuss as a group how people might be able to introduce new actions and behaviours into their lives.

08 Tool

‘Wellbeing bingo’ team game

Wellbeing Bingo offers an opportunity to show that mental wellbeing is something to look after, to talk about, and is easy to do each day. Playing this game will help your team practice three of the Five Ways to Wellbeing – Connect, Keep Learning and Take Notice. This activity works well for team building, social events and as a warm up exercise or ice breaker.

Getting ready:

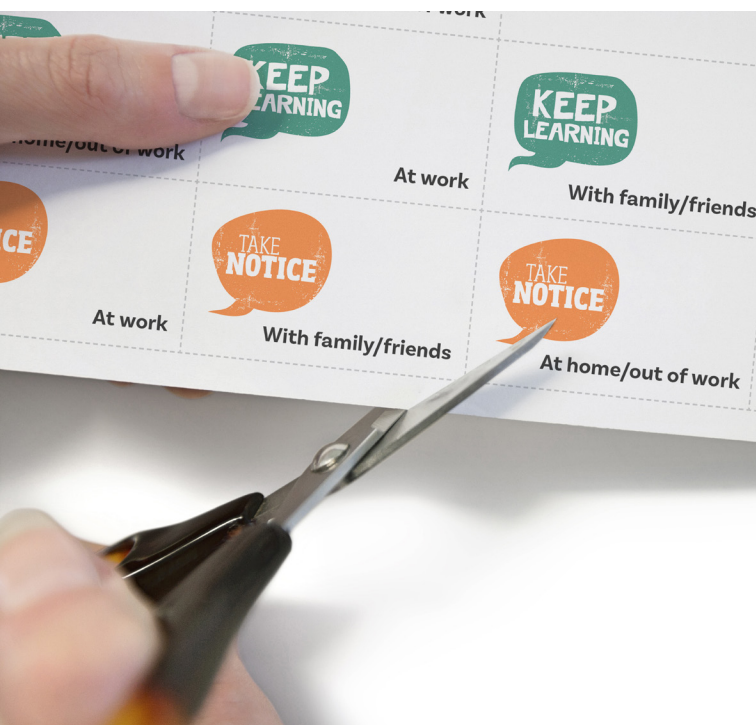
This game is a little different to the usual Bingo. In this version, the players write their own activities on counters that are then used to try and fill the Bingo Card. Instead of reading numbers, the caller calls out one of the Five Ways with a condition (such as **Give At work** or **Keep Learning With family/friends**) and the team or individual must match an activity they have written down, to that square.

This means people are thinking about the activities they do that support their wellbeing, linking them to the Five Ways, and noticing if there are activities that they are missing. To win “Bingo” the player must call out when they have a row finished, and tell the caller and the room what their different Five Ways activities are. This also helps people share ideas with each other about how they practice the Five Ways in their daily activities.

Before the event, print the Bingo Cards & Five Ways Counters.

Equipment:

- **Four Bingo Cards (each has a different layout):** Caller will need to cut one card up and place in a bag so they can randomly call out the spaces.
- **Five Ways Counters (these come in sheets and need to be cut up):** Each person or team should get four of each of the Five Ways – 20 counters in all – to write their activities on.
- **Five Ways to Wellbeing promotional materials** and **Five Ways information sheets**



Instructions:

(Full version – can be played in teams or individually)

1. If this is the first-time people have heard of the Five Ways to Wellbeing, tell them about the Five Ways (for example, using the Five Ways information sheets in this toolkit). Emphasise that it is the small things that you do each day, not just big activities. Give some examples to help others to brainstorm.
2. Ask everyone to write down activities they have done that fit with each of the Five Ways on the counters (one activity per counter). You can set a time limit to make this more competitive, and get people to think on their feet.

NOTE: Do not ask your team to specify if their activities are at work, or on their own, those specifics will come later.

Examples of what people might like to write include:

- Walk to work – write this on a **BE ACTIVE** card.
- Volunteered at a school or coached a sports team – write this on the **GIVE** card.
- Listened to the birds – write this on the **TAKE NOTICE** card.
- Learnt the new IT system – write this on the **KEEP LEARNING** card.

3. Once each team has written their activities on their counters the goal is to match a counter to the square the caller calls out (e.g. If “Be Active – at work” is called out, teams look for an activity counter they think matches, such as “took the stairs” or “walked at lunchtime”).

It is up to the teams to decide if the activity fits – they may find they have several.

4. The caller continues picking counters until a team fills a line, or until the board is full. The teams need to yell “Bingo!” when they think they have won.
5. The winning team then reads out the activities they used to reach Bingo.

(Short Version – can be played in teams or individually)

1. Don’t use the Five Ways Counters.
2. Hand out the Bingo Cards to each person and have people write an activity in a square when it is called (e.g. if “Be Active – at work” is called out, people write down an activity they think fits such as “walked at lunchtime”).
3. Bingo is called if a person can fill a line or their board is full.
4. The winner needs to say what activities they wrote, to win the game.



BINGO CARD 01

 Give	At home/out of work	 Give	At home/out of work	 Give	At work	 Give	With family/friends
 BE ACTIVE	With family/friends	 BE ACTIVE	 BE ACTIVE	 BE ACTIVE	At work	 BE ACTIVE	At home/out of work
 CONNECT	With family/friends	 CONNECT	At home/out of work	 CONNECT	 CONNECT	 CONNECT	At work
 KEEP LEARNING	At home/out of work	 KEEP LEARNING	At work	 KEEP LEARNING	With family/friends	 KEEP LEARNING	
 TAKE NOTICE	At work	 TAKE NOTICE	With family/friends	 TAKE NOTICE	At home/out of work	 TAKE NOTICE	

BINGO CARD 02

 With family/friends	 At home/out of work	 At work	 At work
 At home/out of work	 With family/friends	 At work	 At work
 At work	 With family/friends	 At home/out of work	 At work
 At work	 At home/out of work	 At work	 With family/friends
 At work	 At work	 With family/friends	 At home/out of work

BINGO CARD 03

 At work	 With family/friends	 At home/out of work	 At home/out of work
 At work	 At home/out of work	 With family/friends	 With family/friends
 With family/friends	 At work	 With family/friends	 At home/out of work
 At home/out of work	 At home/out of work	 At home/out of work	 At work
 At home/out of work	 At work	 At work	 With family/friends

BINGO CARD 04

 At home/out of work	 At work	 With family/friends	
 	 At work	 At home/out of work	 With family/friends
 At home/out of work	 	 At work	 With family/friends
 At work	 With family/friends	 	 At home/out of work
 With family/friends	 At home/out of work	 	 At work

BINGO COUNTERS

A purple speech bubble containing the text "BE ACTIVE" in white, bold, sans-serif capital letters. The bubble has a small tail pointing towards the bottom right.

TAKE
NOTICE



**TAKE
NOTICE**



TAKE
NOTICE

‘Taking Notice of wellbeing’ team game

This activity gives teams an opportunity to **TAKE NOTICE** of the actions and activities happening in their team that support wellbeing. It offers a chance to acknowledge team members for the little things they do that are appreciated by others. People get to practice giving feedback.

Importantly, it reinforces wellbeing actions and gives team members a chance to think about how these make them feel. Your team will have a chance to **Connect, Keep Learning, Take Notice, Give (and a little Be Active)**. It works well for team building and team meetings.

Getting ready:

Print out the ‘Taking Notice of Wellbeing’ cards.

Instructions:

1. At your team meeting, set a challenge for team members to Take Notice of the Five Ways happening at work.
 2. Give each person a ‘Taking Notice of Wellbeing’ card and ask them to write down when they notice someone doing one of the Five Ways. (Tell them everyone will be sharing these at the next meeting, and it’s ok to note the things they do as well as others in their team.)
 3. You may like to reward people for:
 - Noticing the highest number of wellbeing actions relating to Connect, Give, Take Notice, Be Active, Keep Learning.
 - Identifying all Five Ways in action.
 - Being the person most mentioned by other people for doing the Five Ways.
 - Being the top-rated team member for Give, for Take Notice, for Keep Learning, for Be Active and for Connect.
- Note:** You could also create this as a friendly competition between teams, so they are asked to notice what wellbeing actions are happening in other teams. Have rewards for the team that notices the most and for the team that is mentioned the most. This will likely encourage teams to both increase the number of wellbeing activities they do and also publicise what they are doing.
4. Set time aside at the next team meeting to report back. You could do this by:
 - Summarising the results from the cards (so you’ll need to gather the cards up prior to the meeting).
 - Ask team members to each speak about one action they thought was particularly outstanding and one idea they would like their team to try.
 - Ask if people found any of the Five Ways easier or harder to notice, or if they think there are ways to make some of the Five Ways easier to do.

'TAKING NOTICE OF WELLBEING' CARDS

	WHO	WHAT (briefly describe the action taken)	HOW IT HELPED WELLBEING
 ☐  ☐  ☐  ☐  ☐			
 ☐  ☐  ☐  ☐  ☐			
 ☐  ☐  ☐  ☐  ☐			
 ☐  ☐  ☐  ☐  ☐			

Action plan template

It's a great idea to have a working group that helps to plan and deliver the Five Ways to Wellbeing in your workplace. Use this template to work out who is doing what, by when, how it will be communicated and the budget you might need.

Action	Who	When	Communications channel / collateral	Budget	Aligns with Five Ways
E.g. Schedule monthly working group meetings	Jono	June then Monthly			
E.g. Develop brief survey for distribution to staff with next internal newsletter	Ellen	June			
E.g. Order Five Ways promotional materials	Donna	July			
E.g. Promote first book club session	Leo	August	Newsletter, intranet		Keep Learning

This is an example only. Download the editable action plan template [here](#).

Supporting information

There are a range of organisations, resources and information that can support you to build a vibrant and flourishing organisation that supports staff mental wellbeing.

Mental Health Foundation

www.mentalhealth.org.nz

>> Working Well – a workplace guide to mental health

A guide for managers who want to proactively understand and increase mental wellbeing in their workplaces: www.mentalhealth.org.nz/schools-workplaces-professionals/workplaces/open-minds/

>> Open Minds

www.mentalhealth.org.nz/open-minds

A collection of online training materials and information to equip managers with the tools and confidence to talk about mental health with staff.

>> Mental Health Awareness Week

<http://mhaw.nz>

An annual campaign that draws attention to positive mental health, including in the workplace, and provides activities and resources to support engaging staff in wellbeing.

>> Pink Shirt Day

www.pinkshirtday.org.nz

A national anti-bullying campaign to celebrate diversity and prevent bullying, with a workplace focus. Register now for updates regarding Pink Shirt Day, Friday 17 May 2019.

Wellplace

www.wellplace.nz

Developed by the Health Promotion Agency, Wellplace brings together practical ideas, tools and resources for people who are leading wellbeing activity in New Zealand workplaces.

WorkWell

www.workwell.health.nz

A free, workplace wellbeing initiative that supports workplaces to 'work better through wellbeing'. Developed by Toi Te Ora – Public Health Service, can be adapted to any workplace and is available in various regions across New Zealand.

WorkSafe New Zealand

www.worksafe.govt.nz/worksafe

New Zealand's work health and safety regulator. Provides a wide range of information and guidance about health and safety in the workplace.

Fact Sheet

Mental health and wellbeing definitions

Mental health

Mental health is more than the absence of illness. The World Health Organization (2014) defines mental health as “...a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.” Like physical health, we can all benefit from looking after our mental health.

Mental wellbeing (also known as ‘positive mental health’ and ‘flourishing’)

Mental wellbeing is more than the absence of mental illness and it is more than feeling happy. Someone with positive mental health and high wellbeing is feeling good, functioning well, has satisfaction with life, is developing as a person, and has strong relationships.

Poor mental health

Poor mental health is a state of low mental wellbeing where your ability to cope with the day-to-day pressures of life, work productively or contribute to a community are impaired. A person’s ability to realise their potential is hampered because of impacts on their emotions and thinking, and in turn their behaviours.

Mental health problems (also known as mental distress or mental illness)

We all have times when we struggle with our mental health, but mental health problems develop when these difficult experiences or feelings go on for a long time and affect our ability to enjoy and live our lives in the way we want to. You might receive a specific diagnosis from your doctor, or just feel more generally that you are experiencing poor mental health.

Resilience

Resilience is the ability to spring back from and successfully adapt to the ongoing demands and challenges of life. An increasing body of research from the fields of psychology, psychiatry, and sociology shows that most people bounce back from risks, stress, crises, and trauma and experience life success. Resilience can be considered an individual character trait, a set of skills and learnings or as part of an emotional response. Resilience can also be considered a characteristic of communities.

Fact sheet

Understanding mental health and wellbeing (Taha hinengaro)

The time has come to think about mental health as a positive resource that can lead to individual and whānau resilience and improved social relationships, allowing us to respond effectively to the challenges before us.

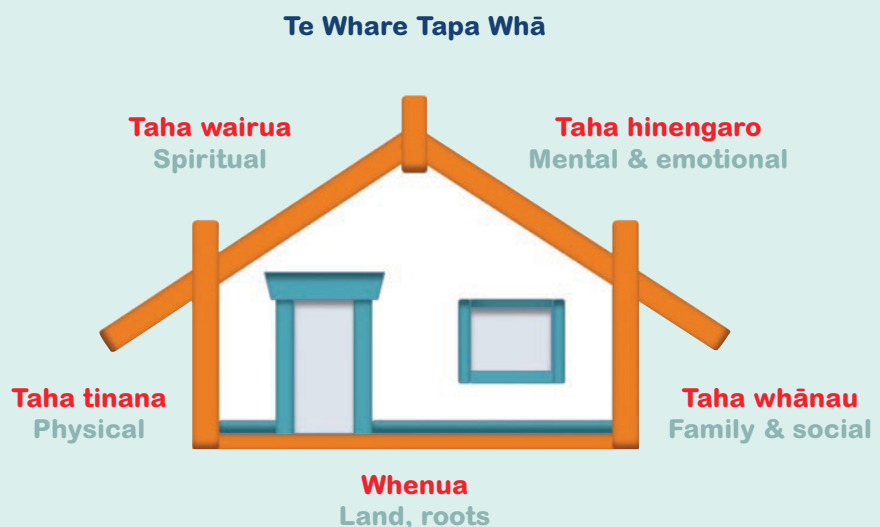
- There are many different understandings of health and mental health. Using more than one definition is possible.
- Mental health is related and connected to our physical, spiritual, family and environmental health.
- The foundations of mental health are to be found as much outside the mind and body as within.

The Mental Health Foundation (2001) defines mental health as the capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual wellbeing that respects the importance of culture, equity, social justice and personal dignity.

Mental health is ultimately a resource that exists in all people. Just like physical health, it needs to be taken care of in order to reduce risk of injury, illness and suffering, but also to increase potential in individuals and communities.

For Māori, taha hinengaro describes the expression of thoughts and feelings of our mind, heart and conscience. These expressions can be communicated through gestures, eye movements, facial expressions and verbally (Mason Durie 1998).

The Māori health model, Te Whare Tapa Whā (Durie, 1982, 1994), takes a holistic approach to health and wellbeing. This model recognises the importance of the balance of multiple dimensions of wellbeing. Each of these interconnects and contributes to the balance and strength of the whole.



What works to create mental wellbeing

Life has its ups and downs and we will all experience challenges and struggles. What helps us have the resilience to bounce back is:

- Developing individual skills.
- Building supportive environments.
- Activities and actions that help people and communities to feel good, function well and have strong social relationships.



While there is much evidence regarding ways in which people can develop their personal lives to support positive mental health, there are also external impacts that need to be addressed in order to support mental wellbeing for everybody.

These things affect individuals (micro), groups/communities (meso) and societies/whole populations (macro).

A flourishing society is one where everybody has the right to participate and be free from discrimination. It is a diverse society that values every member for their uniqueness and individual strengths.

What works to create mental wellbeing in individuals and communities? A range of activities and actions, cultivated over time, that focus on:



Feeling good

Oranga

Increasing positive feelings & ways to manage negative experiences



Functioning well

Mātauranga

Increasing our ability to do the things that give us meaning and purpose



Supportive relationships

Whanaungatanga

Increasing opportunities to connect so we feel valued and have a sense of belonging

Fact sheet

The business case for wellbeing

Mental health problems are common

In 2016, a survey of New Zealanders 15 years and older showed:



80% Either had personal experience of mental illness or knew of others who had.¹



30% Personally had an experience of mental illness.¹



33% Reported some degree of depression and/or anxiety.¹



1 in 4 Adults reported medium or high levels of psychological distress.¹

A Ministry of Health Survey² found



1 in 2

Meet the criteria for a mental illness at some point in their lives.

Across the world³



**2 in 6
at work**

1 in 6 people suffer from symptoms of mental illness. Another 1 in 6 suffer from symptoms associated with mental ill health such as worry, sleep problems and fatigue.

Cost benefits of wellbeing programmes

Looking after employee mental health and wellbeing saves businesses money.



Average return per \$1 spent on mental wellbeing programmes was \$4.20.⁴



Workplace cultures that value employee wellbeing are linked to having the strongest productivity.⁵

10%

Organisations that prioritise employee engagement and wellbeing outperform the average by approximately 10% on the Financial Times Stock Exchange 100 Index (FTSE 100).⁶



Higher levels of psychological wellbeing and employee engagement are linked to better performance, productivity, customer satisfaction and organisational citizenship.⁹

Costs from not taking action

Cost from low levels of mental wellbeing at work:³

- Absenteeism
- Presenteeism (being at work while feeling unwell)
- Reduced work performance
- Increased turnover rates
- Higher accident and injury rates
- Higher health care costs
- Higher worker compensation premiums
- Poorer organisational citizenship behaviours
- Greater counter productive work behaviours

In 2014, estimates showed that New Zealand:

6.7
million
days

Lost approximately 6.7 million working days to absence.

\$1.4
billion

The direct costs of absence alone amounted to \$1.4 billion across the economy.



On average, employees have nearly three times as many presentee days as absentee days resulting in much higher 'hidden' costs of poor mental health.



The average cost to New Zealand employers of absentee and presentee days is estimated at over \$1,500 per year, per employee.⁷

The Law



Workplaces have a legal responsibility under the Health and Safety at Work Act 2015 to manage risks to mental health and wellbeing just like they do any other health and safety risk.⁸



Both the Human Rights Act and the Employment Relations Act lay out responsibilities and obligations for workplaces to ensure workers experiencing mental health problems are not discriminated against, do not face harassment and have access to reasonable accommodations.

Fact sheet

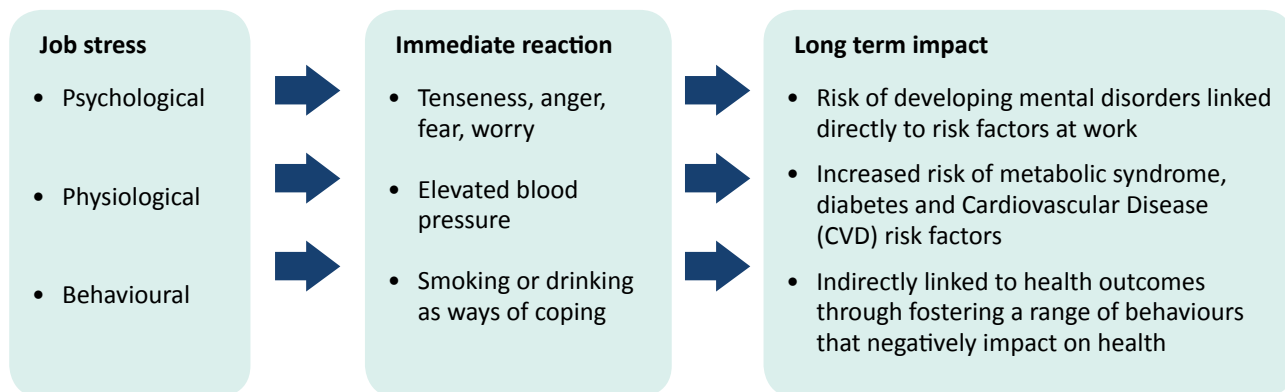
How work impacts mental health

- Workplaces play an active role in people's health and wellbeing, as well as in recovery from mental health problems.
- Good work is beneficial to our overall wellbeing and can act as a protective factor against mental illness and distress.
- Work can also have negative impacts on mental health and wellbeing when workplaces don't provide the right protection.
- Workplaces with cultures that value mental wellbeing create a space for people to feel good, function well and have strong social connections.
- There is a combination of interrelated factors that contribute to a mentally healthy workplace.
- For actions to be effective they must address risk factors and promote protective factors across all areas of work.^{1,2}

Areas of work that can impact wellbeing^{3,4}

	Factors to consider	Risk factors	Protective factors
Work and its content	• The demands of the job • Access to resources and equipment • The physical environment • Opportunity to develop and use skills • Clear communication	• Work overload, long hours • Lack of control • Changing from low strain to high strain job • Poor or deteriorating work conditions • Lack of variety • Job insecurity	• Appropriate balance between demands and resources • Sufficient resources to perform work • Workers actively engaged with work and shaping job so they experience success
Relationships	• Interactions with co-workers, supervisor and customers • Access to social supports • Work/life balance	• Poor social support • Negative or high conflict interactions • Conflict between work role and out of work roles • Bullying and harassment	• Respectful and trusting relationships with supervisors, team leaders and peers • Effective management of interpersonal conflict • Zero tolerance for bullying or harassment • Effort rewarded & success celebrated
Purpose and meaning	• Clarity on what is expected • How role is valued (by worker and others) • Work goals are worthwhile • Sense of progress and achievement	• Unclear work role • Effort/reward imbalance • Low status • Lack of progress in role and career	Work that contributes to: • Learning opportunities • Fair work practices • Environmental clarity • Sense of worth and value • Career outlook • Equity
Leadership, management and Supervision	• Impact of manager on team • Commitment to wellbeing • Fair processes and policies • Provision of feedback and support	• No commitment to wellbeing • Lack of fairness • Poor communication • Lack of participation in decision making • Poor supervision and feedback	• Worker opinions valued • Appropriate feedback and support provided • Employee growth encouraged • Consideration for individuals • Confidence in discussing mental health

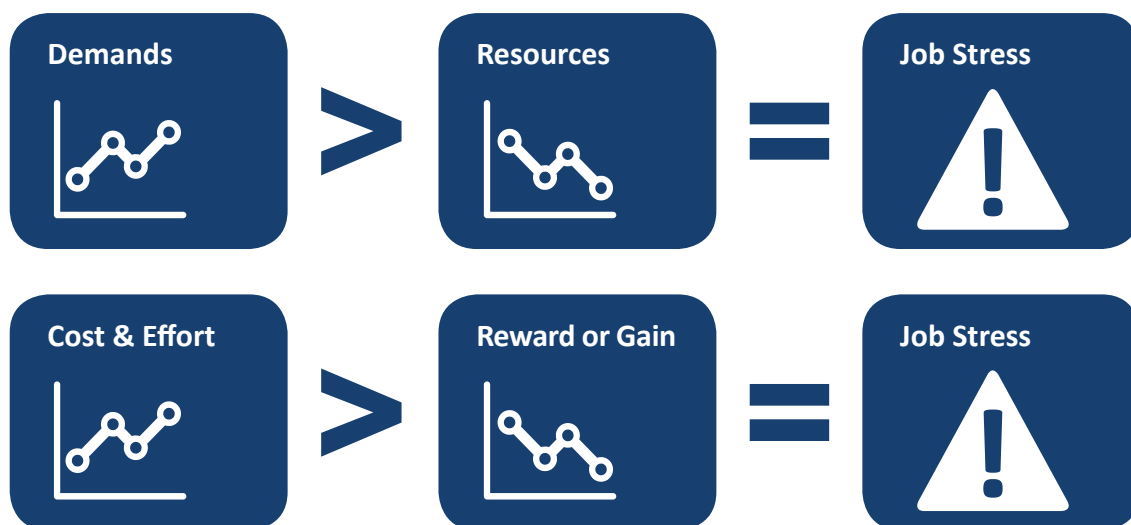
Potential impacts on health⁴



Challenge versus stress^{3,4}

Job stress is the harmful physical and emotional response resulting from a situation where the demands of a job are not matched by the resources provided to get the job done (job-related distress).

Some degree of challenge is an important part of a rewarding job. The achievement and experience that goes along with meeting challenges can be beneficial for mental wellbeing. This type of pressure or stress is not a problem and can support wellbeing. Problems arise when the balance of demands, resources and control exceed the ability for the person to cope or where there is an effort vs reward imbalance. This is when pressure can lead to job stress.



The solution is to find a balance where the job requirements match the capabilities, resources and needs of the people carrying out the work, and effort is rewarded appropriately.

Work areas that can be modified to reduce or prevent job stress



Handout

Resources list

There are a range of organisations, resources and information that can support you to build a vibrant and flourishing organisation that supports staff mental wellbeing.

Mental Health Foundation

www.mentalhealth.org.nz

Working Well: a workplace guide to mental health

www.mentalhealth.org.nz/assets/Our-Work/Open-Minds/Working-Well-guide.pdf

A guide for managers who want to proactively understand and increase mental wellbeing in their workplaces:

Open Minds

www.mentalhealth.org.nz/open-minds

A collection of online training materials and information to equip managers with the tools and confidence to talk about mental health.

Five Ways to Wellbeing at work Toolkit

www.mentalhealth.org.nz/fivewaysworktoolkit

A guide to improving mental wellbeing in your workplace, developed by the MHF and HPA. It includes fact sheets tools, templates and team activities.

Mental Health Awareness Week

<http://mhaw.nz>

An annual campaign that draws attention to positive mental health, and provides activities and resources for workplace wellbeing.

Pink Shirt Day

www.pinkshirtday.org.nz

A national anti-bullying campaign, led by the MHF, to celebrate diversity and prevent bullying, with a workplace focus.

Wellplace

www.wellplace.nz

Developed by the Health Promotion Agency, Wellplace brings together practical ideas, tools and resources for people who are leading wellbeing activity in New Zealand workplaces.

WorkWell

www.workwell.health.nz

A free, workplace wellbeing initiative that supports workplaces to 'work better through wellbeing'. Developed by Toi Te Ora – Public Health Service, can be adapted to any workplace and is available in various regions across New Zealand.

WorkSafe New Zealand

www.worksafe.govt.nz/worksafe

New Zealand's work health and safety regulator. Provides a wide range of information and guidance about health and safety in the workplace.

Handout

Getting help and advice

Talk to someone

Need to talk? Free call or text 1737 to talk to a trained counsellor, anytime

Lifeline – 0800 543 354 for counselling and support

Depression Helpline – 0800 111 757 for support from trained counsellors

Youthline – 0800 37 66 33, free text 234 or email talk@youthline.co.nz for young people, and their parents, whānau and friends

Samaritans – 0800 726 666 for confidential support to anyone who is lonely or in emotional distress 24 hours a day, 365 days a year

Suicide Crisis Helpline – 0508 828 865 (0508 TAUTOKO) for people in distress, and people who are worried about someone else

Get support online

depression.org.nz includes The Journal, a free online self-help tool, and includes specific advice on helping someone at **work**

Netsafe – www.netsafe.org.nz for advice on how to stay safe online

To find helplines and local mental health services visit the [helplines](http://www.mentalhealth.org.nz/helplines) page at the Mental Health Foundation website: www.mentalhealth.org.nz/get-help

Get advice about workplace issues

Employer Advice Line – 0800 805 405 for free advice for employers and managers on how to support team members with a disability or health condition, including mental health. Call for support within normal business hours (8am – 6pm working days)

Employment Relations Authority – 0800 20 90 20 for general queries on employment relations

Citizen's Advice Bureau – 0800 367 222 (0800 FOR CAB) for information and advice

Human Rights Commission – 0800 496 877 for advice or to make a complaint about discrimination

Your Employee Assistance Programme for counselling and support

Your **workplace union** for workplace support

Find support around sexuality or gender identity

OUTLine NZ – 0800 688 5463 (0800 OUTLINE), www.outline.org.nz for lesbian, gay, bisexual, transgender and intersex people. Free phone counselling is available Monday to Friday, 9am – 9pm, and weekends/holidays 6pm – 9pm

Find support around alcohol and drugs

Alcohol Drug Helpline – 0800 787 797 or text 8681 for a free and confidential chat with a trained counsellor, 24 hours a day, 7 days a week

For support around domestic violence

Family Violence Information Line – 0800 456 450 for information as well as services in your own region. The phonenumber operates 9am – 11pm every day of the year

01 Fact sheet

About the Five Ways to Wellbeing

Research shows there are five simple things you can do as part of your daily life – at work and at home – to build resilience, boost your wellbeing and lower your risk of developing mental health problems. These simple actions are known internationally as the Five Ways to Wellbeing¹.



The Five Ways to Wellbeing are – **Connect, Be Active, Keep Learning, Give, and Take Notice.**

They help people take care of their mental health and wellbeing. Regularly practising the Five Ways is beneficial for everyone – whether you have a mental health problem or not.

Why the Five Ways work:

- **Connect:** Strengthening relationships with others and feeling close to and valued by others, including at work, is critical to boosting wellbeing.
- **Keep Learning:** Being curious and seeking out new experiences at work and in life more generally positively stimulates the brain.
- **Be Active:** Being physically active, including at work, improves physical health and can improve mood and wellbeing and decrease stress, depression and anxiety.
- **Give:** Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.
- **Take Notice:** Paying more attention to the present moment, to thoughts and feelings and to the world around, boosts our wellbeing.

The Five Ways in action:

- **Connect** with the people around you. With family, friends, colleagues and neighbours.
- **Keep Learning.** Try something new. Rediscover an old interest. Take on a new responsibility at work.
- **Be Active.** Go for a walk or run. Step outside. Garden. Play a game.
- **Give.** Do something nice for a team mate. Thank someone. Volunteer your time.
- **Take Notice.** Remark on the unusual. Notice the changing seasons. Savour the moment.

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





**TALK & LISTEN,
BE THERE,
FEEL CONNECTED**



**ME KŌRERO, ME WHAKARONGO,
ME WHAKAWĀTEA I A KOE, ME RONGO I TE
WHANAUNGATANGA**

Strong relationships with others are an essential part of building resilience and boosting wellbeing.

Evidence shows that **CONNECTING** with others including colleagues, friends, whānau and the wider community promotes wellbeing, and helps build a support network for when times get tough.

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

Examples:

- Talk to someone – and really listen
- Organise a shared lunch
- Reconnect with an old friend
- Eat lunch with colleagues
- Find ways to collaborate
- Plan a social event at work
- Play with your kids
- Talk or phone instead of emailing
- Join a team or club

“I arrange to meet a friend for lunch once a week. Just an hour away from the office having a chat, sharing worries and having a laugh reenergises me.” Julia, IT support



Worksheet

Personal wellbeing plan

ME WHAKAWHANAUNGA

CONNECT

TALK & LISTEN,
BE THERE,
FEEL CONNECTED

- Think about how you are already doing this in your everyday life, and at work. How could you do more of this?
- Are there things you used to do in the past you'd like to get back into?
- New activities you've been curious about trying?
- How could you do more of this at work?

In my life, I already connect with others by:

How it feels when I connect:

I've connected with people in the past by:

New ways of connecting that I'd like to try:

Using this, I plan to

Action:	By when:
<i>e.g. Have coffee with Janet</i>	<i>This Saturday, and once a month</i>



**EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF**



**AWHITIA TE WHEAKO HOU,
KIMIHIHIA NGĀ ARA HOU, ME
OHORERE KOE I A KOE ANŌ**

Being curious and seeking out new experiences positively stimulates the brain.

Setting goals, being open to new ideas and continuing to **LEARN** throughout life helps boost wellbeing and build resilience.

Learning improves our self-esteem, keeps us connected and involved and helps us adapt to change and find meaning in our lives. It has also been shown to help prevent depression in later years.

Learning is more than just formal education – it's about exploring new ideas, seeing opportunities, embracing new experiences and sharpening our skills. It means being curious and having an enquiring mind, in all areas of life.

Examples:

- Take a course
- Learn an instrument or language
- Visit a public art space
- Add to your work knowledge
- Organise lunchtime workshops
- Set a goal and work towards achieving it
- Take on a new task or help someone
- Get to know your colleagues more
- Join a book club
- Listen to a podcast or read a journal article

“Once a month we have a lunchtime workshop. An organising group member invites someone to talk to us, or do an activity, and we provide sandwiches. I persuaded my husband to come and give us some basic accounting principles, and last month we had a demonstration on maintaining a bicycle from the bike shop – I think they sold two!” AM, Marketing

Worksheet

Personal wellbeing plan



- Think about how you are already doing this in your everyday life, and at work. How could you do more of this?
- Are there things you used to do in the past you'd like to get back into?
- New activities you've been curious about trying?
- How could you do more of this at work?

In my life, I already keep learning by:

How it feels when I learn new things:

Some ways I've enjoyed learning in the past:

New things I'd like to learn, or ways of learning that I'd like to try:

Using this, I plan to

Action:	By when:
<i>e.g. Do a night class in te reo</i>	<i>Next term</i>



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



**WHĀIA TE MEA KA
TAEA E KOE, KIA
PĀREKAREKA TĀU I
WHAI AI, KIA PAI AKE
Ō PIROPIRO**

Being physically active every day is great for our bodies and minds.

As well as improving physical health and fitness, being **ACTIVE** can also improve our mood and overall mental wellbeing, and decrease stress, depression and anxiety.

These benefits are increased when we get outside.

Being active with others can help us feel more connected, and motivates us to build new habits.

Being active does not have to mean going for a run. Do what you can to move your mood. Any form of physical movement can be beneficial – find something that you enjoy and that suits your level of mobility and fitness.

Think about how you could move or stand more at work – build habits to bring more active movement into your work day.

Examples:

- Go for a gentle stroll at lunchtime
- Join a sports team
- Break up long periods of sitting
- Have walking meetings
- Take a yoga, Pilates or Tai Chi class
- Use the stairs instead of the lift
- Do some gardening
- Try some stretches

“I found that taking short breaks throughout the day helps move my mood.”
Ashley



Worksheet

Personal wellbeing plan



- Think about how you are already doing this in your everyday life, and at work. How could you do more of this?
- Are there things you used to do in the past you'd like to get back into?
- New activities you've been curious about trying?
- How could you do more of this at work?

In my life, I am already active by:

How it feels when I am physically active:

In the past, I've been active by:

New physical activities that I'd like to try:

Using this, I plan to

Action:	By when:
<i>e.g. Go for a walk before work</i>	<i>Tomorrow and every work day</i>



**Your time,
your words,
your presence**



**TE WĀ KI A KOE, Ō
KUPU, KO KOE TONU**

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

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

The acts of giving, receiving and being aware of acts of kindness, even indirectly, give us a sense of purpose and self-worth.

Giving also builds mana and connection 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 or feedback
- Get involved with a charity
- Express gratitude - thank someone
- Make someone a cup of tea
- Support a friend or whānau member
- Do the dishes for someone
- Perform a random act of kindness for a colleague, friend or even a stranger

“After our colleague had a stroke, my team decided to raise money for the Stroke Foundation, and we all went to the office to hand over the cheque. It felt so good to be part of something that will make a positive difference to others.” Jules, Accounts Manager

Worksheet

Personal wellbeing plan



- Think about how you are already doing this in your everyday life, and at work. How could you do more of this?
- Are there things you used to do in the past you'd like to get back into?
- New activities you've been curious about trying?
- How could you do more of this at work?

In my life, I already give to others by:

How it feels when I am generous or kind to others:

In the past, I've given to others by:

New ways of giving that I'd like to try:

Using this, I plan to

Action:	By when:
<i>e.g. Offer to teach team about excel shortcuts</i>	<i>At next team meeting</i>



TAKE
NOTICE

REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



ME ARO
TONU

ME ARO TONU KI NGĀ
MEA MĀMĀ NOA, I
NGĀKAU HARIKOĀ AI KOE

**Paying more attention to the present moment,
to thoughts and feelings and to the world
around us can boost our wellbeing.**

Using **ATTENTION** to increase awareness, concentration, and focus on the current moment and the task at hand, has been shown to improve wellbeing and mood.

These are skills that can give us greater creativity, accuracy, and productivity.

Becoming more aware of the present moment means noticing the sights, smells, sounds and tastes we're experiencing, as well as the thoughts and feelings that occur from one moment to the next. It's about reconnecting with the world around us, appreciating the little things and savouring the moment.

Examples:

- Keep a beautiful object near your desk
- Plan to look up at the night sky
- Notice signs of the season changing
- Practise gratitude
- Try mindfulness meditation
- Sit quietly in a garden or park
- Listen to your favourite music
- Take a break from digital devices
- Single-task – do one thing at a time

“Since I started meditating during my morning break, I am finding I can stay much calmer when I get difficult calls and have to deal with heated emotions on the phone. Generally, I don’t feel as stressed when I get home as I used to.” Matthew, Customer Services

Worksheet

Personal wellbeing plan



- Think about how you are already doing this in your everyday life, and at work. How could you do more of this?
- Are there things you used to do in the past you'd like to get back into?
- New activities you've been curious about trying?
- How could you do more of this at work?

In my life, I already take notice by:

How it feels when I am fully present, appreciating the little things:

In the past, I've taken notice by:

New ways of taking notice that I'd like to try:

Using this, I plan to

Action:	By when:
<i>e.g. Try out a mindfulness app</i>	<i>This weekend</i>

09 Fact sheet

Getting help and advice

Raising awareness and opening up conversations about mental wellbeing can bring up difficult things for some people. Make this sheet widely available, such as in common areas and on the intranet.

Talk to someone

Need to talk? Free call or text 1737 to talk to a trained counsellor, anytime

Lifeline – 0800 543 354 for counselling and support

Depression Helpline – 0800 111 757 for support from trained counsellors

Youthline – 0800 37 66 33, free text 234 or email talk@youthline.co.nz for young people, and their parents, whānau and friends

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Get support online

depression.org.nz includes The Journal, a free online self-help tool, and includes specific advice on helping someone at [work](#)

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Action plan template

It's a great idea to have a working group that helps to plan and deliver the Five Ways to Wellbeing in your workplace. Use this template to work out who is doing what, by when, how it will be communicated and the budget you might need.

Action	Who	When	Communications channel / collateral	Budget	Aligns with Five Ways
E.g. Schedule monthly working group meetings	Jono	June then Monthly			
E.g. Develop brief survey for distribution to staff with next internal newsletter	Ellen	June			
E.g. Order Five Ways promotional materials	Donna	July			
E.g. Promote first book club session	Leo	August	Newsletter, intranet		Keep Learning

This is an example only. Download the editable action plan template [here](#).

Worksheet

Action plan template

Action	Who	When	Budget and resources needed	Aligns with Five Ways

Workshop evaluation

Enhancing mental wellbeing - Five Ways to Wellbeing at Work

Please rate your opinion on the following aspects of the workshop:

	Poor	Fair	Good	Excellent
Delivery of the presentation / the facilitator				
The PowerPoint slides				
Activities and discussion				
Resources and handouts				

Please rate if the workshops helped to:

	Not at all	To a small extent	To a moderate extent	To a large extent
Understand things that support people's mental wellbeing				
Understand the importance of considering wellbeing at work for individuals				
Learn about the Five Ways to Wellbeing				
Learn how the Five Ways can be used to support personal wellbeing				
Learn how the Five Ways can be used to create a positive environment at work				
Feel confident to lead activities demonstrated				

Please rate the following:

	Not at all	Slightly	Moderately	Very
How likely would you be to run any of the activities with your own staff?				
How confident would you feel running these activities?				
How likely are you to use any of the information from the workshop?				
How likely would you be to download the resources to support these workshops?				

Please turn over the page

What did you find most useful from today?

What did you find least useful from today?

What would you change?

Please add any other comments you would like to make:

Thank you

Fact sheet

Reference list for Working Well fact sheets

How work impacts mental health

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NB: We have added the dimension taha whenua to Mason Durie’s Te Whare Tapa Whā model, to explicitly acknowledge the inter-relationship of whenua as the foundation for a whare, and the importance of that inter-relationship in Te Ao Māori.