

<INSERT ORGANISATION NAME> MENTAL HEALTH MANAGEMENT CHECKLIST

MENTAL HEALTH MANAGEMENT CHECKLIST		
Safeguard Your Own Mental Health	Yes	No
Have you found the right work/life balance? (Try to have consistent 'landmarks' in your day such as eating, working and relaxing times; prioritise time for exercise and for staying in touch).		
Do you make the most of your network? (Talking to others almost always helps get things in perspective, making us feel better.)		
Do you maintain your physical health e.g. by eating healthy, well-balanced meals, drinking enough water and getting enough sleep? (Mind and body are inseparable.)		
Do you manage your news feed? (It's easy to feel ground down by bad news: perhaps just check in once a day to find out what's happening?)		
Have you identified your 'lifters'? (Boost your mood by doing things you enjoy.)		
Do you focus on the moment? (For example, if you are enjoying a coffee, meeting with friends or seeing a worried employee, do you give them your 100% attention?)		
Do you get outdoors as much as you can? (Green spaces benefit both mental and physical wellbeing.)		
Do you do things for others? (Volunteering with a charity, starting up a support group or just giving a lonely person a call helps others and rewards you.)		
Do you understand your own rhythms? (Doing the hardest work at your 'best time' can make you more productive and your work more rewarding.)		
Do you reflect on what you like most about your job? (Draw strength from what you do and the value it adds. If you hate it, plan your next move!)		
Are you deliberate about staying positive? (Among the doom and gloom, there is still so much for which to be grateful.)		
Promote Your Team's Mental Health		

<p>Do you as a manager or supervisor follow these recommendations from health charity MIND:</p> <ul style="list-style-type: none"> • Make yourself available for regular work-related conversations and increase the frequency of supervision or catch-up time with the team member if required? 		
<ul style="list-style-type: none"> • Proactively support staff to monitor their workload and encourage healthy working hours and a positive work/life balance? 		
<ul style="list-style-type: none"> • Ensure you are setting realistic targets and clear about priorities? 		
<ul style="list-style-type: none"> • Tailor your management style to suit the needs of each staff member and task by asking your staff what support they need from you? 		
<ul style="list-style-type: none"> • Use one-to-ones and catch-ups to cover a wider agenda than just your employee's to-do list, including reflecting on what has gone well and what has been difficult in the past month, and forward planning together, for example by identifying upcoming pinch points, challenges/opportunities and the required support? 		
<ul style="list-style-type: none"> • Encourage positive relationships with colleagues and provide mediation where necessary? 		
<ul style="list-style-type: none"> • Ensure people are working in an appropriate physical environment? 		
<ul style="list-style-type: none"> • Provide staff with meaningful work and opportunities for personal development and growth? 		
<p>Do you also:</p> <ul style="list-style-type: none"> • Avoid any behaviour that could be construed as bullying or harassment? 		
<ul style="list-style-type: none"> • Praise more than you criticise? 		
<ul style="list-style-type: none"> • Review performance regularly? 		