

Wellbeing by Design

WORKBOOK

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ABOUT THIS WORKBOOK

This guide is designed to help you take a proactive approach towards your wellbeing and help you support the wellbeing of others. It contains thought starters, questions, and activities that you can do to:

- reflect on your current life satisfaction
 - identify what gets in the way of life satisfaction and what you can change
 - identify tools, resources and actions that can help you and those around you.
 - understand the workplace factors that drive wellbeing (or burnout!)

Grab a pen and let's dive into some questions you can reflect on. Once you're done, consider sharing your answers with a friend, colleague, team member or family member you trust.

QUESTION 1: WHAT DOES WELLBEING MEAN TO YOU?

There are lots of different models of wellbeing, with many covering similar ideas or concepts. Consider these three evidence-based models below.

- Te Whare Tapa Whā: Refers to a wharenui (or meeting house) to illustrate the four dimensions of wellbeing: taha tinana (physical health), taha hinengaro (mind), taha whānau (family) and taha wairua (the spiritual dimension). With four walls, the wharenui is a symbol of these four dimensions. (Source: Sir Mason Durie)
 - Five Ways to Wellbeing: 1. Connect with other people. 2. Be physically active. 3. Learn new skills. 4. Give to others. 5. Take notice. (Source: New Economics Foundation's Foresight Project on Mental Capital and Wellbeing)
 - 5 Elements of Wellbeing: 1. Physical wellbeing. 2. Financial wellbeing. 3. Career wellbeing. 4. Social wellbeing 5. Community wellbeing. (Source: Gallup)

How would you define wellbeing for you? Which factors are most important to you?

YOUR NOTES

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QUESTION 2: WHY DOES IT FEEL HARD TO BALANCE WORK, LIFE AND EVERYTHING ELSE?

It's complex, but in short:

- PRIORITY AND VALUE OF WORK VS LEISURE HAS CHANGED: As a society, our values have shifted, and we have prioritised work as being essential to prosperity. We value ‘being productive’ over being ‘at leisure’. Leisure time is often positioned (and marketed) as a luxury.
 - FEWER BOUNDARIES BETWEEN WORK AND HOME LIFE: Work has become more accessible with technology; we have less boundaries between work and home life. In this Covid-19 world, this has become even more blurred as people work, live and manage life from home.
 - MORE OPPORTUNITIES – INFINITE WORLD: We now live in an almost infinite world. It will almost never be possible to stay on top of the emails, current events, and social media. The brain can only cope with so much information and it is easy to become overwhelmed.

What else? Write down some thoughts on your view.

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QUESTION 2: WHY DOES IT FEEL HARD TO
BALANCE WORK, LIFE AND EVERYTHING ELSE?
(CONTINUED)

It can be helpful to know that a lot happens during the middle years of life (roughly 30 to 60 years).

As a brief list, the average adult will:

- Find a life partner/significant other
 - Decide on children/parent children
 - Decide on pets/parent pets
 - Be responsible for securing a place to live
 - Maintain a house
 - Take on large debts
 - Take responsibility for important bills (e.g. electricity, rent or mortgage payments)
 - Manage friendships/family near and far
 - Move to a new location
 - Manage health issues
 - Manage relationship issues
 - Deal with body changes with age (e.g. menopause)
 - Have a midlife 'crisis'
 - Build a career, sink a career, change career again
 - Plan for retirement (or find it's not possible)
 - Look after older parents
 - Manage life online
 -and more!

+ deal with crises

For some people, these are exciting milestones while for others - any (or all) of these can be stressful.

Consider what gets in the way of your wellbeing.
Common participant answers from our workshops
include:

- Feeling lonely
 - Family commitments
 - Lack of sleep

Also consider issues that may be creating pressure at work, such as deadlines, resourcing, or service/product delivery.

Activity: What gets in the way of your wellbeing?
Write down your barriers and challenges.

YOUR NOTES

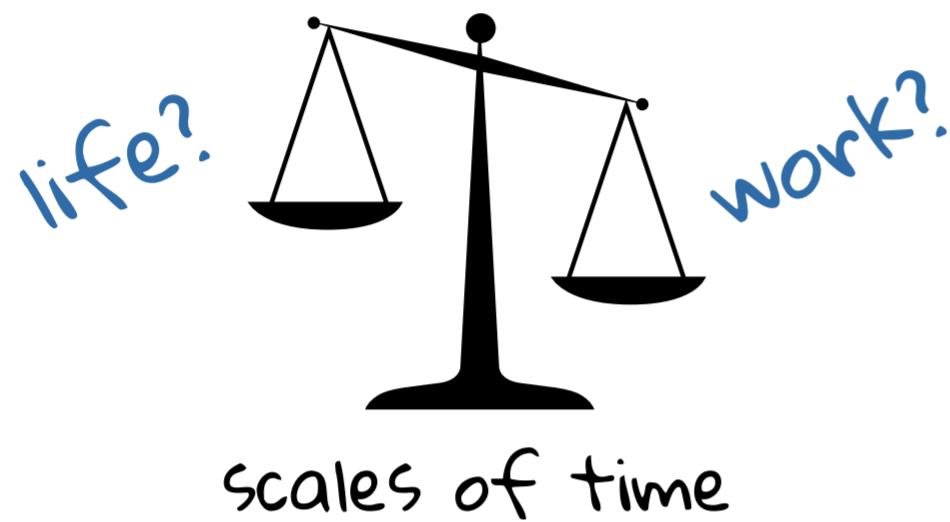
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QUESTION 3: HOW SATISFIED ARE YOU WITH LIFE RIGHT NOW?

We used to talk about having 'work-life balance', which assumed work was on one side and life was on the other.



These days, we take the (more logical) approach that work is part of life – the two are not separate. Many workplaces now encourage you to bring your whole self to work, recognising that the old approach was not conducive to wellbeing.

Research tells us that work can play an important role in helping us to stay well – from giving us purpose and enabling us to make meaningful contributions, to building relationships and offering a refuge from other issues that may be present in life.

Today we ask: How can I make my whole life satisfying? We take a big picture approach.

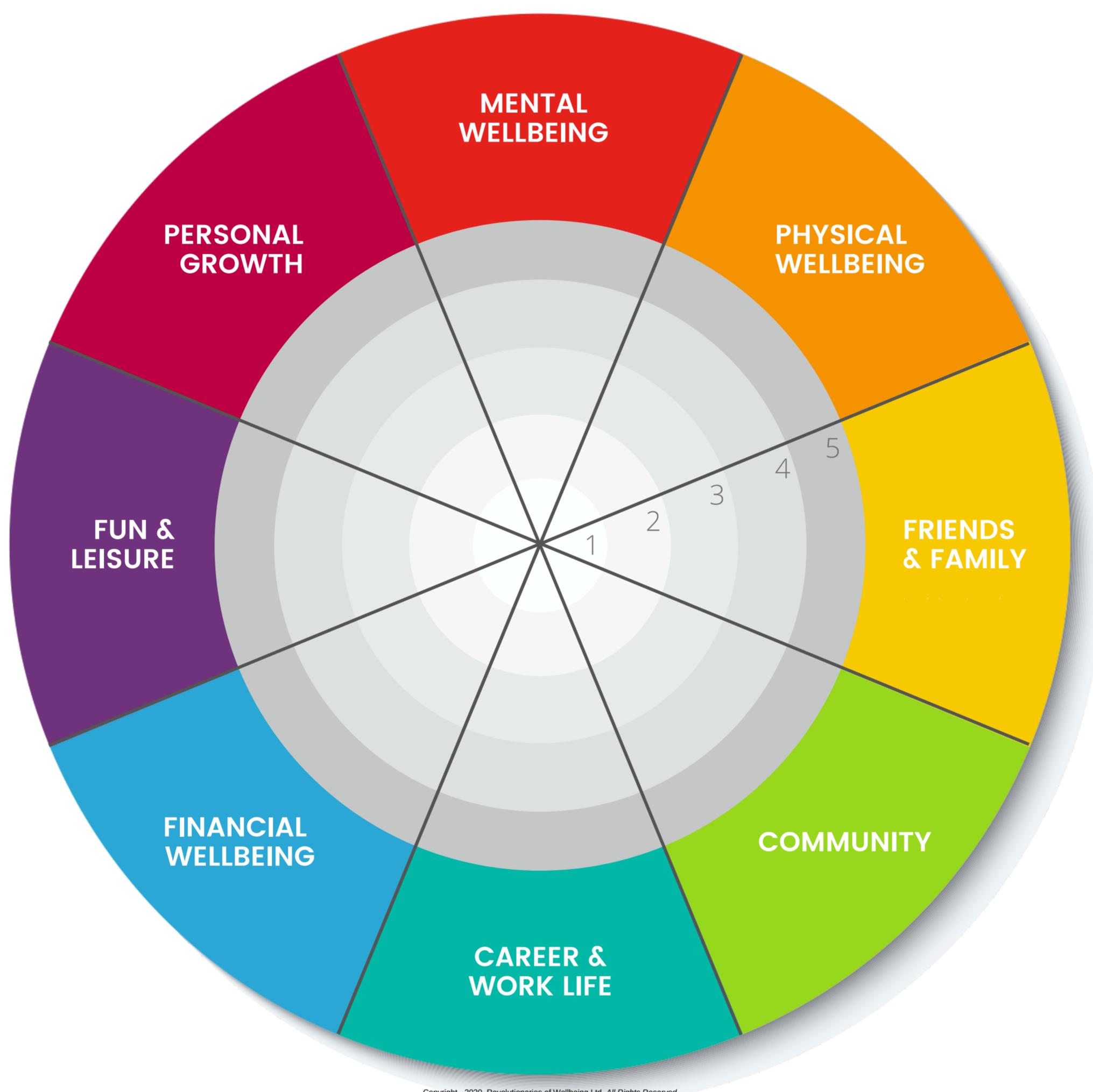
One way we can measure life satisfaction is by using the Life Satisfaction Wheel. Give this activity a go on the attached sheet.

Activity: Complete the Life Satisfaction Wheel.

In the notes area, reflect on the Life Satisfaction Wheel questions.

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LIFE SATISFACTION WHEEL: HOW SATISFIED AM I WITH MY LIFE RIGHT NOW?



How satisfied are you with these parts of your life, right now?

See page over for instructions and questions for reflection.

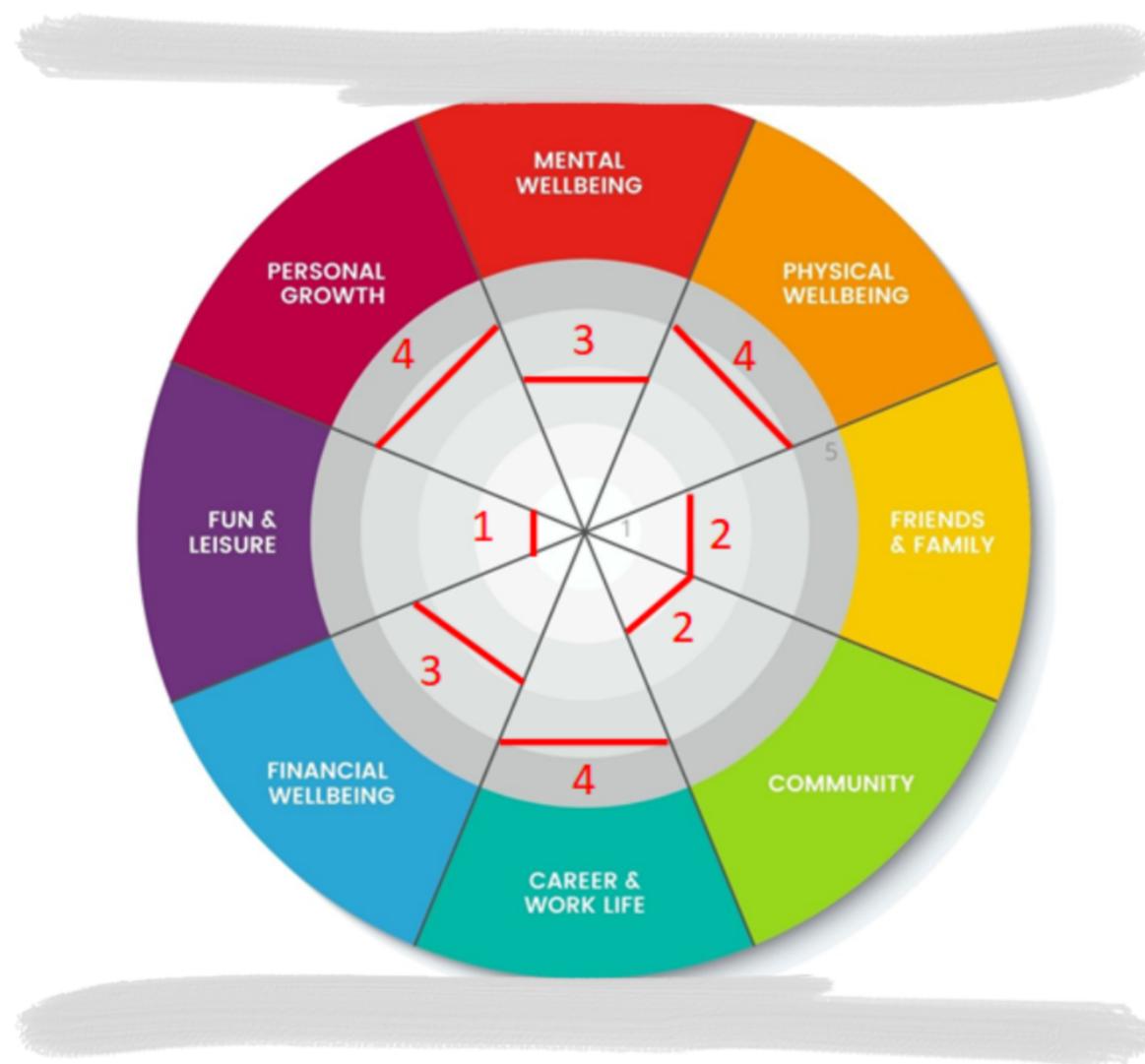
Scale:

- 5 = Very satisfied
- 4 = Satisfied
- 3 = Moderately satisfied
- 2 = Slightly satisfied
- 1 = Not at all satisfied

LIFE SATISFACTION WHEEL: INSTRUCTIONS AND QUESTIONS

How to complete the wheel:

1. Review the 8 wheel categories and think briefly about what a satisfying life might look like for you in each area.
2. Next, draw a line across each segment that represents your current satisfaction score for each area.
 - a. Imagine the centre of the wheel is 0 and the outer edge is 5.
 - b. Use the scale to decide how satisfied you are.
 - c. Now draw a line and write the score alongside.
 - d. IMPORTANT: Use the FIRST number (score) that pops into your head, not the number you think it should be!
3. Then, draw a line across each segment that represents where you would realistically like it to be.



Example of a completed Life Satisfaction Wheel

Reflection questions:

- Are there any surprises for you?
- How do you feel about your life as you look at your wheel?
- How do you currently spend time in these areas? How would you like to spend time in these areas?
- What would make that a score of 5?
- What would a score of 5 look like?
- Which of these categories would you most like to improve?
- How could you make space for these changes in your life?
- What help and support might you need from others to make changes and be more satisfied with your life?
- What change should you make first? And what change do you want to make first?
- If there was one key action you could take that would begin to bring everything into balance, what would it be?
- Taking action: To wrap-up the exercise, identify one action for each area to get started on, or choose the 3 areas you most want to work on and identify an action for each.

TIP: If it feels overwhelming, what is the smallest step you could take to get started?

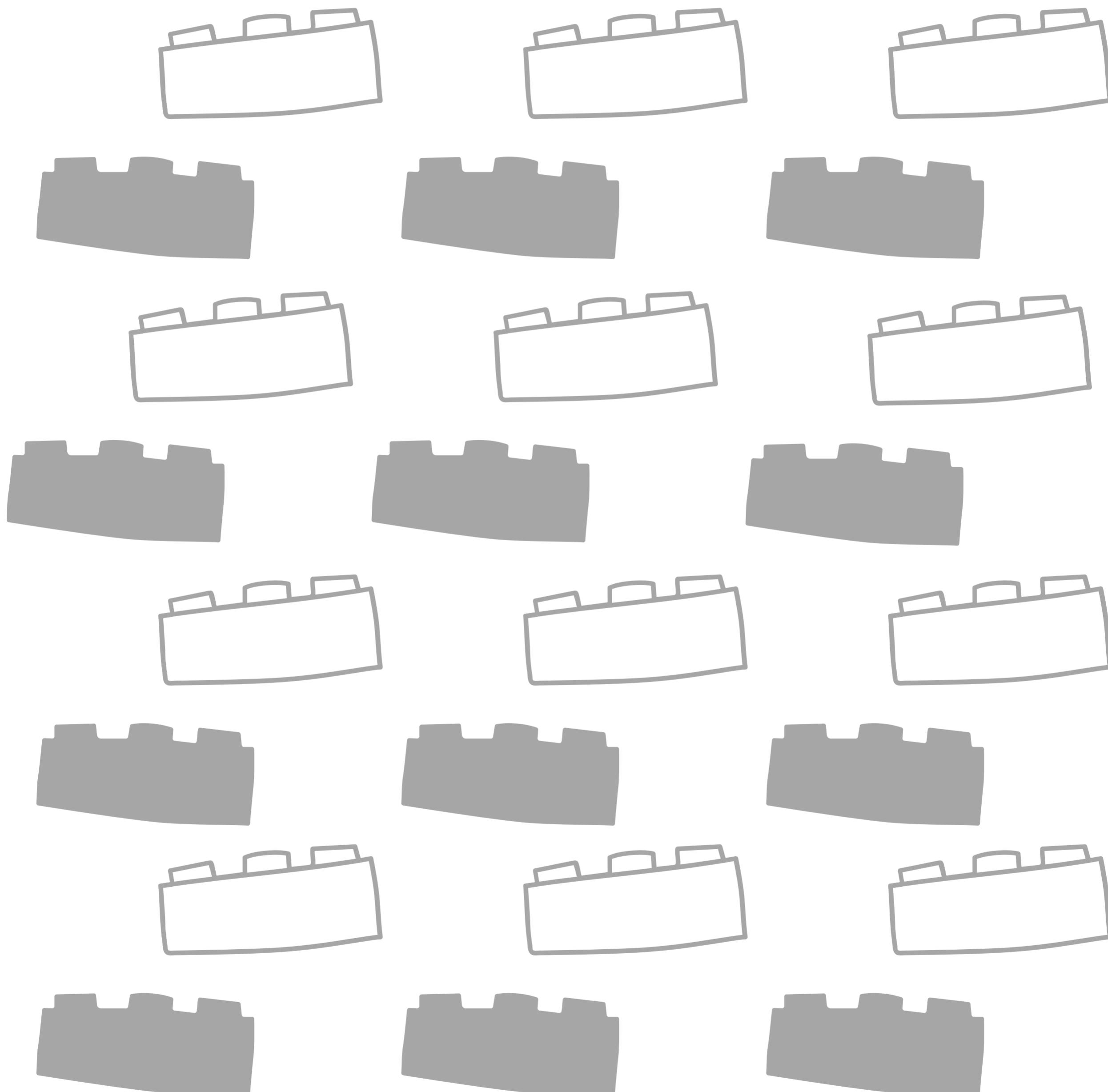
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QUESTION 4: WHAT BRICKS ARE YOU CARRYING?

Step 1: On each of the blocks, write down the big things that are currently on your mind. Consider both work and home things, plus any responsibilities and accountabilities you may have. Examples include child-care, work projects, anniversaries, upcoming events, the pandemic lockdowns, or a recent conversation. You can also do this as a team or department, reflecting on the bricks that the team are carrying (e.g. restructures, deadlines etc).



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QUESTION 4: WHAT BRICKS ARE YOU CARRYING? (CONTINUED)

Step 2: Cut out the blocks on the previous page and place them in each of the buckets below based on how much control you have over each block. By 'control', we mean how much you can influence and change the outcome. For example, you might have a lot of control over child-care arrangements but little or no control over when lockdowns occur. If you're doing this activity as a team, consider what the team has control over (e.g. how the work is done) and what it does not (e.g. organisation priorities).

Your 'control' buckets



Lots of control



Some control



Little/no control

Step 3: What do you notice about your bricks? Is one bucket carrying more bricks than another? What thoughts or feelings do you have about how this could influence your wellbeing? Write your answers below.

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QUESTION 5: HOW CHARGED IS YOUR BATTERY?

Earlier we explored the concept of life satisfaction and had a go at rating our satisfaction in different parts of our lives.

Life satisfaction and 'how we are going' on a day-to-day basis can be two different things. You can be satisfied with life generally, but still feel flat. Or you might be dissatisfied with a part of your life, but also happy and full of energy.

How we feel can change day-to-day or month-to-month, or even hour-by-hour!

There are different ways to rate how you're thinking and feeling. One easy way is to use a battery analogy, where:

- red means your battery is in need of a recharge
 - orange means your battery needs a charge but you have some energy in the tank
 - green means your battery is at full charge and you're good to go!

What's your battery like right now?

Circle below:



You can use this analogy with others - at work and at home. It can be a good way to check-in and communicate about wellbeing with others.

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UNDERSTAND YOUR WORKPLACE SITUATION

When it comes to work and workplaces, there are some known factors that can influence your experience of your job.

According to the Health and Safety Executive, the health & safety regulator in the UK, these factors are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

These factors can contribute to things such as:

- how easy or hard you find your job to do
- the satisfaction you get from your job
- your feelings of ability and stretch at work (i.e. can I do this? Is it too much, or not enough?)

Everyone's experiences of work will be different, and people can cope with different levels of demand, for example, depending on things like level of skill or past experience and training.

Importantly, we want to stay 'out of the red'.

As a reflection activity, you may like to consider the extent to which each of these factors allows you to thrive in your job, and which might be in the danger zone. These can be a good conversation starter to have with your manager or team as well.



Ref: hse.gov.uk/stress/standards

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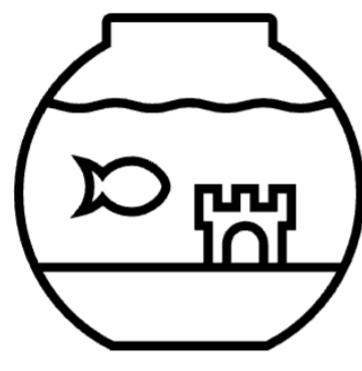
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ESTABLISHING BOUNDARIES

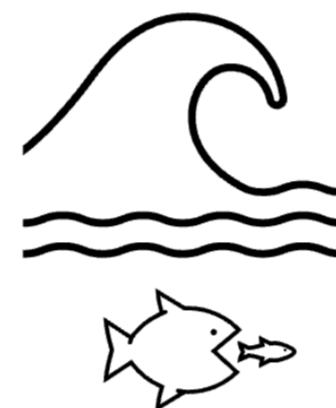
Having boundaries is an important part of maintaining wellbeing.

Boundaries help you to maintain your sense of self and protect yourself from becoming depleted (if we use the battery analogy again). Healthy boundaries enable you to develop trusting, respectful relationships. Importantly, boundaries are also setting specific, and can range from person to person. You could use all three!

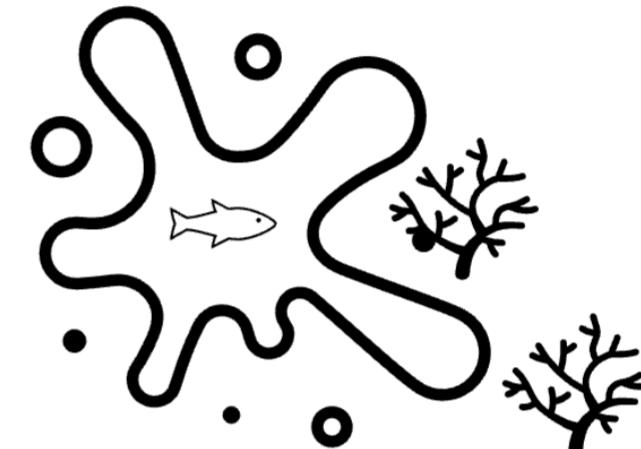
There are three main types of boundaries:



Rigid



Porous



Healthy

Keeps others at a distance. Detached.

Overly involved with others. Dependent.

Can communicate needs. Accepting.

YOUR NOTES

source: Therapist Aid

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QUESTION 6: WHAT'S YOUR MOTIVATION?

To do anything in life, you generally need a reason. For example, you brush your teeth because it's good for dental hygiene and no one wants stinky breath.

What we often find with wellbeing is that people know what they need to do, but have trouble doing it day-to-day. There are many reasons for this, including the barriers you identified in the earlier activity.

One of the biggest drivers of change is motivation. Motivation can be internal or external.

Internal motivation includes things such as:

- Feelings (positive feelings such as happiness and joy or negative feelings such as anger and sadness)
 - Thoughts (such as "I want to make the world a better place.")
 - Values (belief in helping others or caring for the environment).

External motivation can include things such as:

- Gaining a reward (such as money or praise)
 - Avoiding a punishment (such as losing access to something or paying a fine).

Both are powerful drivers for change. Think about a time you wanted to achieve something - like perhaps learning to drive. What was your motivation for learning this new skill?

Motivators also help us to identify the 'why', being 'why do this?'. Getting clear on what's important to you can help you identify bricks to focus on and bricks to remove or put aside right now.

Activity: What are three key motivators you could identify to help you choose which bricks are important to focus on right now? Consider internal and external motivation (as above).

Write your answers in the notes area.

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QUESTION 7: WHAT DOES SELF-CARE MEAN TO YOU?

With so many opinions on wellbeing these days, self-care can have a bad reputation for being an indulgence rather than a necessity.

In truth, self-care is a very important part of protecting and maintaining our wellbeing. Going back to an earlier example, brushing your teeth is actually an act of self-care.

Self-care literally means to take care of one's self and you're already doing it day-to-day. However, think back to earlier questions – some activities are easier to do than others.

Often we focus on physical self-care, such as exercise or nutrition, but mental self-care is just as crucial to our overall wellbeing. Some experts like to think about mental self-care as building mental 'fitness', which is a great analogy. It's something we can all work on.

YOUR NOTES

self care is giving the world the best of you, rather than what's left of you.
- Katie Reed

Activity: Write down 3-5 activities that make you feel good. They may be small activities like making a hot drink and sitting in the sun, or activities that take more effort and time (but make you feel a million dollars!) such as going to the beach with friends.

You may like to consider the 5 Ways to Wellbeing model, which includes: to connect, be active, learn, give and take notice*.

*Source: <https://neweconomics.org/2008/10/five-ways-to-wellbeing>

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QUESTION 8: PUTTING IT ALL TOGETHER

By now, you've had a chance to reflect on:

- your current life satisfaction
 - the barriers that get in the way of your wellbeing
 - your 'bricks' and what you can control
 - your motivation(s)
 - self care activities that make you feel good.

It's time to put it all together! In this section, try to identify 3 - 5 goals you can work on to make some positive changes in your life.

There are different opinions on how to write goals that will motivate you and help you to stay accountable, and we suggest you do a web search to help you find what resonates with you.

From our professional and personal experience, here are some tips to consider:

- Go for small changes first. It might be adding a short walk every day or adding one new vegetable to the menu. You're looking for sustainable changes you can keep doing.
 - Go for consistency over intensity. Habits can take a while to build, so you want to train your brain to associate certain actions with certain rewards. If we take the walking example, it's more important to keep up the walk every day than it is to keep increasing the distance quickly and risk injury or overdoing it and making the task feel hard.
 - Write down your goals in places you can read them often. This is a cognitive behaviour therapy technique. Again, you're training the brain to focus rather than forget why something is important to you.

Activity: Write down 3 to 5 goals, that contain:

- What your goal is (e.g. walk every day)
 - Why it is important to you (e.g. I want to be fitter)
 - How you'll measure success (e.g. 5 out of 7 days, more is better!), and how you'll keep track (e.g. on an app or in a journal).

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Good luck! And remember - it's all good to ask for help at any time.

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QUESTION 8: PUTTING IT ALL TOGETHER (CONTINUED)

As part of your wellbeing plan, it can be useful to refer back to the battery analogy, and develop a step plan you can work through.

We can think of this type of plan as a '3 S' plan:



- At the **green stage**, you're looking to prioritise illness and injury prevention. With more energy and cognitive power, take the opportunity to review approaches to work/living and change as needed. You can create some real stretch goals here, and take your wellbeing to even higher levels.
 - At the **yellow stage**, you're looking to build knowledge and skills. Provide or access supportive resources and allow time for reflection and growth. You can create some achievable goals here, that help you to stay focused.
 - At the **red stage**, you need to provide 'emergency care'. You're looking to 'stabilise the patient' (that's you). Prioritise care and get back to the wellbeing basics (e.g. sleep, low impact exercise etc).

Over the page, we'll have a go at creating a plan.

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QUESTION 8: WHAT'S YOUR PLAN? (CONTINUED)

Use the space below to create your plan. You can use the template to plan for your own wellbeing, or the wellbeing of your team. Remember this plan is flexible and can change. Review the plan as often as you need.

-3- SUSTAIN

Goal:

Key actions:

-2- STRENGTHEN

Goal:

Key actions:

-1- STABILISE

Goal:

Key actions: