







Strategies: Maintain & Improve Personal Wellbeing



There are many strategies that you can adopt to maintain and improve your personal wellbeing. Below are the main elements that impact on personal wellbeing that you can choose from. The intent is to simplify the concepts and provide practical tips to maintain and improve personal wellbeing and thus ensure a healthy workforce best equipped to sustain a good safety culture in the workplace – **Play Your Part**. [Click on the icons for more information](#).

1. Physical		Topic: Lifestyle choices that effect our bodies.	Your physical wellbeing relates to understanding and managing health and maintaining a healthy lifestyle. This includes everything your body needs to be healthy: nutrition, exercise, sleep, hydration, and relaxation. By paying equal attention to these elements, you can ensure you are physically living well.
2. Emotional		Topic: Coping with everyday life	Your emotional wellbeing enables you to cope effectively with life through self-awareness and techniques. It is about how we think, how we feel, how we behave, how life affects us and how we deal with it, how we engage with others, and the choices we make.
3. Social		Topic: Belonging & social inclusion	Connecting with one another adds so much value to our lives. Establishing networks with others who share similar lifestyles, values, traditions and beliefs, can build self-esteem, while growing a sense of belonging, identity and happiness.
4. Career		Topic: Expanding knowledge / challenge	Setting objectives, having career conversations, expanding your knowledge and skills and working with purpose is key to your job satisfaction and our success together. Career wellness is about having an open mind and the pursuit of knowledge and new skills.
5. Financial		Topic: Financial wellbeing	At Wood, we are committed to supporting employees to assess and manage their financial commitments and goals. By looking after your financial wellbeing, you ensure you have the foundation to grow from, whether that's buying a house, starting a family or preparing to retire.
6. Environment		Topic: Safe, sustainable and caring workplace	A workplace that is safe, sustainable and caring, where you are supported with the appropriate tools and technology to achieve; that is our commitment. As well as looking after our Wood community, we share a focus on caring for the world around us, helping create a sustainable future in energy and the built environment.

1. Physical



Topic: Lifestyle choices that effect our bodies.

Your physical wellbeing relates to understanding and managing health and maintaining a healthy lifestyle. This includes everything your body needs to be healthy: nutrition, exercise, sleep, hydration, and relaxation. By paying equal attention to these elements, you can ensure you are physically living well.

Eat Well

Fill up on fresh fruit, vegetables, nuts, legumes and complex carbohydrates.

- Our [dietary habits](#) can have a significant impact on how we feel.
- Plan your meals. A [good diet](#) will provide the vitamins, minerals and fibre that promote general well being, good gut microbiome, and increase the levels of mood regulating neurotransmitters like serotonin and dopamine.

Consume less processed and sugary foods, and alcohol.

- Overindulgence of these can lead to increased risk of lifestyle diseases, lethargy and poor mental health.

Sleep Well

Sleep is an essential process to repair and restore our brains and our bodies.

- Good quality sleep fosters mental and emotional resilience.
- Prolonged periods of inadequate sleep increases the risk of depression, anxiety and lifestyle diseases.
- The [amount of sleep](#) required varies with individuals.
- You will wake up mentally refreshed after a good sleep.
- Adjust your [lifestyle and environment](#) to improve sleep quality.

Be Active

Physical activity promotes the release of the feel good hormones dopamine and serotonin.

- If you can, [exercise outdoors](#) to get fresh air and sunshine.
- Getting your heart rate up in the day helps you sleep better at night, and improves overall physical health. [Even 30 mins everyday](#) makes a difference.
- [Exercise your way to well being](#).
- You don't need to join a gym or have fancy equipment. [Bodyweight exercises](#) can be just as effective.
- Use exercise as an opportunity to meet people and make new friends.

Relax

Relaxation reduces stress, depression, anxiety and symptoms of other mental health conditions.

- [Meditation](#) is one way to relax. It can help with attention, focus, stress management, impulse control and self-awareness.
- [Listen to music](#). It does more for our brains than we realise.
- There are [many other forms of relaxation](#). Find something that suits you.

2. Emotional



Topic: Coping with everyday life

Your emotional wellbeing enables you to cope effectively with life through self-awareness and techniques. It is about how we think, how we feel, how we behave, how life affects us and how we deal with it, how we engage with others, and the choices we make.

Practice mindfulness

Being consciously present in the moment and without judgement can help you better understand and deal with your emotions.

Be aware of your thoughts, and how you are feeling.

- Make time to recharge everyday, in the way that suits you best.
- Check in on your anxiety levels. Seek support early.
- Recognise and manage symptoms of stress or anxiety.
- Practice daily meditation and mindfulness exercises via an APP from your device.
- Try different mindfulness activities like journalling or mindful colouring. You might be surprised by its effects!

Resilience

Life continually presents us with challenges. Resilience helps us survive, recover and bounce back.

- Mindfulness, positive thinking and self acceptance are some skills that contribute to resilience.
- Accept and let go of situations that you cannot change or control.
- Set achievable goals that provide a way of focusing your thoughts and energy on the better outcomes you want.
- Remember, this too shall pass.

Think positive

Shift how you think. How you view a situation affects how you feel, and how you respond to it.

Look for the silver lining.

- Challenge your negative thoughts.
- Do a reality check and put things in perspective.
- Take time to analyse why you feel the way you do.
- Speak to someone about your feelings. This can be a friend, a counsellor or a medical practitioner.

Self acceptance

Unconditionally accept who you are. When you accept yourself, you are better able to direct your energy away from guilt and negativity, and towards growth and self improvement. Self acceptance does not come naturally to most of us, and is often an acquired skill.

- Celebrate your strengths, and use them. There are personality profiling tools online tools that can help you identify your strengths and suggest areas for development.
- Forgive yourself and quiet your inner critic.
- Realize that acceptance is not resignation.

3. Social



Topic: Belonging & social inclusion

Connecting with one another adds so much value to our lives. Establishing networks with others who share similar lifestyles, values, traditions and beliefs, can build self-esteem, while growing a sense of belonging, identity and happiness.

Build positive relationships

Meaningful relationships and connections are fundamental human needs.

- Spend quality time with family and friends. **Healthy relationships** need to be nurtured, through good and bad times. We get what we give.
- Social media helps us stay in touch with friends and family, and connect with others to an unprecedented extent.
- **Excessive use of social media** is shown to increase feelings of isolation and depression, and has negative impacts on self esteem. Use in moderation.

Be part of your community

Taking part in **community initiatives** provides a sense of belonging and contribution, and helps foster connections through common interests. **Plus it makes for better and more caring communities!**

- **Volunteer** your time for a good cause.
- Positive relationships with those in close proximity to your home can provides a safety net when you need it most. Reach out to your neighbours on **Neighbours Day** (and everyday).
- Or join your local sports and recreational club.
- **Find your tribe** and maintain positive social connections.

Deal with relationship challenges

Recognising and managing **relationship challenges** is an important part of building positive relationships.

- We all experience difficulties in our relationships at some stage, for different reasons and to different extents.
- Recognition of the issues, communication and early management is important to reduce potential escalation of a negative situation.
- You may wish to seek **professional help** if you feel unable to deal with it yourself.

Find the support you need

We all need help from time to time. Talk about your concerns with friends, family or a medical professional.

- There are simple steps on how to **reach out** to someone if you think they seem "off".
- If **anxiety** in the company of others is preventing you from maintaining healthy interactions with others, professional advice may assist you.
- There are many services that can **provide the support** you may need. Many of these come at no or minimal cost.



4. Career



Topic: Expanding knowledge / challenge

Setting objectives, having career conversations, expanding your knowledge and skills and working with purpose is key to your job satisfaction and our success together. Career wellness is about having an open mind and the pursuit of knowledge and new skills.

Pick up a new skill

Studies have shown that activities requiring physical coordination improves neural agility and delays the onset of age related mental impairment.

- **Play a new instrument.** You can pick up second hand instruments for a lower cost when you are just starting. YouTube is a great source of free instructions for beginners.
- **Learn a dance.** Local dance groups cater for a range of ages and levels of ability. Improve your coordination and exercise at the same time.
- How about cooking dishes from different cuisines?
- The options are endless!

Go back to school

Formal learning courses can provide greater depth of knowledge in your current role, and support you in getting the next job.

- There are many **courses that can be done remotely** offering different levels of formal qualifications.
- Or perhaps something lighter is your fancy. There are courses available to pursue new **interests and hobbies**. Find one that suits you.
- Face to face lessons is also be a way of making new connections in class.

Explore the world

The world is more accessible now than ever before, with the internet and information at our finger tips.

- Societies are becoming more multicultural places. Surf the net, watch documentaries and current affairs programs to learn about different cultures and the world.
- Take up a new language. Read more.
- Pick a topic of interest and listen to **TED talks** about it.
- Go out and meet people. Active listening to others is a great way to learn and make new connections.

Don't give up

Set realistic goals and keep trying. There is nothing to lose.

- A positive growth mindset and continually expanding your knowledge and skills will boost your self confidence. This builds your resilience and will help you bounce back from times of difficulty.

5. Financial



Topic: Financial wellbeing

At Wood, we are committed to supporting employees to assess and manage their financial commitments and goals. By looking after your financial wellbeing, you ensure you have the foundation to grow from, whether that's buying a house, starting a family or preparing to retire.

Learn to budget

Understanding your expenses is the first step to managing your finances.

- Group your expenses into mandatory (bills, loan repayments, food, child care) and discretionary expenses (eating out, entertainment, holidays etc).
- **Build a budget** that allows you to balance what you earn with what you spend.
- Track your spending and check against your budget. You may need to adjust your budget or your lifestyle to stay on track.

Manage your debts

Take control of your debts before they control you.

- The most important thing about **debt management** is to get started!
- Understand and **prioritise your debts**. You may also wish to consider consolidating your debts or renegotiating terms of payment. **Read the fine print** before entering any contract.
- There are extensive consumer protection laws in place. **Know your rights** as a consumer.
- Discuss your financial situation with your partner, friends or relatives. Their understanding and morale support can be invaluable.

Plan for the future

Small steps go the distance over time. Actively progressing plans for the future will provide you a healthy sense of financial security.

- **Make it a habit** to save. The earlier you start, the more you will save.
- It is important to be able to support yourself after you retire. This may be via your **superannuation**, an **investment portfolio** or more likely a combination of both.
- You may also wish to consider **insurance policies** that can provide you and your family with financial coverage if you are unable to work.

Get help

The right advice and information will support your journey towards financial wellness.

- Qualified and registered Financial Advisors can assist you with general or personal **financial planning**.
- Seek help if **addiction issues** are creating financial stress.
- **Support services** are available if you are struggling to make ends meet.
- Talk to a medical professional if your financial situation is impacting on your wellbeing.

6. Environment



Topic: Safe, sustainable and caring workplace

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Practice kindness

Every act of kindness creates positive ripples for you and those around you. Humans have evolved to value acts of kindness because it strengthens the overall fabric of society.

- Engaging in acts of kindness increases production of feel good hormones (oxytocin) and reduces stress hormones (cortisol).
- Do something nice for someone each day. You could also join others around the world in celebrating communities and participating in [Good Deeds Day](#).
- Make time to care for your family and friends. Small acts go a long way.
- And remember to [be kind to yourself](#).

Volunteer your time

The [benefits of volunteering](#) may surprise you. Not only does it add to your social and emotional wellness and builds healthy communities, it may even help you get the next job!

- Formal volunteering programs are structured and supervised (fund raising, tour guides, hospitals) while non-formal programs tend to be focused on the local communities (neighbourhood watch, local events, community training sessions).
- You could also consider governance volunteering by providing leadership and direction to not-for-profit organisations.
- Find a cause that suits you best and become a [volunteer](#) today.

Meditation

Train yourself to still your mind, calm your body and let go of negative feelings.

- This form of [mental training](#) teaches you to become aware of your body and your mind. And with that awareness, the conscious act of 'letting go' and calming down.
- Meditation is [scientifically proven](#) to reduce stress and anxiety, and helps improve concentration and sleep quality. Put some time aside for daily meditation.
- Get out there. [Being in the natural environment](#) increases feelings of positivity and revitalisation.

Take time out

Take time out to reflect on your day, what happened, how you behaved and how you felt.

- Reflect on the situations that make you happy and give you a sense of fulfilment and purpose. Create more such opportunities.
- Objectively review moments where perhaps you behaved in a way that is at odds with who you want to be. Without harsh judgement, decide how you would respond differently next time.
- Think of five things you are grateful for each day. [Mindful gratitude](#) fosters positive thinking and is known to improve mental health.