

# Action plan – wellbeing checklist

Congratulations on completing this module. You hopefully now have lots of tools and strategies to maximise your wellbeing so that you are able to tap into your best self at university to grow and thrive.

Here is an action plan checklist to help you build these tools into your everyday. By making small tweaks in your day and taking the time to put your self-care first you will be in control of your wellbeing. You might want to extend some of your journal and reflections within the module to include your action plan or buy yourself a wellbeing journal – a blank notebook will do that you can personalise. Writing things down and especially by hand can be very powerful and is an honest record of your wellbeing.

## 1. Self-awareness

To what extent are you aware of your emotions, how you engage with the world, how you respond to others and how you are feeling in different situations?

### *Wheel of Life – completed?*

<input checked="" type="checkbox"/>	What key areas would I like to address to create more balance in my wheel of life?
<input type="checkbox"/>	What have I started to put in place so far?
<input type="checkbox"/>	What else do I want to do MORE of or LESS of?

### *Optimism checklist – completed?*

<input type="checkbox"/>	What steps have I taken so far to reduce any negativity in my life? What else could I do?
<input type="checkbox"/>	What sorts of positive experiences have I created so far? How can I take time each day to consciously plan positive experiences?
<input type="checkbox"/>	What three things am I grateful for in my life right now?
<input type="checkbox"/>	Consider keeping a daily gratitude journal.

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***Practising mindfulness – regular practice?***

<input type="checkbox"/>	Have I tried out mindfulness yet?
<input type="checkbox"/>	If so, how often and how easy/difficult was it?
<input type="checkbox"/>	What are some ways I can bring daily mindfulness practice into my life?

***Six basic human needs checklist – completed?***

<input checked="" type="checkbox"/>	<b>Certainty</b> in my life. How did I score on this? Are there areas I would like to address?
<input type="checkbox"/>	<b>Uncertainty</b> – openness to new things and trying things out – to what extent am I doing this and where/how could you do this more?
<input type="checkbox"/>	<b>Significance</b> – meaning in my life – to what extent do I have this and how I can make sure it is there every day?
<input type="checkbox"/>	<b>Connection</b> – how am I doing here? Am I making friends at university? What are some ways I could reach out to others?
<input type="checkbox"/>	<b>Growth</b> – I am learning all the time at university. In what ways is this helping me grow? What sorts of skills am I learning?

**2. Adaptability**

This is a skill we can all learn and nurture, and when we do we are so much more well equipped to respond well to changes. It's something we have to consciously grow and develop every day though.

***What is adaptability and were you able to come up with your own definition – completed?***

<input type="checkbox"/>	Having completed the module how would I define adaptability now?
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<input type="checkbox"/>	In what ways would I like to become more adaptable?
<input type="checkbox"/>	Why is adaptability so important for the world we live and work in today?

### ***My comfort zone***

<input type="checkbox"/>	How much time am I currently spending in my comfort zone?
<input type="checkbox"/>	What are some ways I can help myself move more into stretch?
<input type="checkbox"/>	What resources and support could I draw on to do that?

### ***Limiting beliefs***

1. ***possibility – I don't think it's possible***
2. ***ability – I don't think I have the ability to do it***
3. ***worthiness – I don't think I deserve it.***

### ***Completed?***

<input type="checkbox"/>	What did I learn about myself from answering the questions on limiting beliefs?
<input type="checkbox"/>	Did anything surprise me?
<input type="checkbox"/>	What do I really want to do?
<input type="checkbox"/>	What is stopping me?

### ***Building self-belief – completed?***

<input type="checkbox"/>	What activity did I choose?
<input type="checkbox"/>	What was my affirmation?
<p>Dudley (2019) suggests that you consider what activity you could undertake that would make you believe that you could achieve what you thought you couldn't. For example, if you thought you were unfit and this was preventing you from achieving something, what could you do to demonstrate to yourself that you are fit? Perhaps you could go to the gym three times a week for two months.</p> <p>Then you could create an affirmative statement that you could say to yourself each day that would help further enhance your belief. For example, 'I am fit and strong and am capable of finishing the 10km run in September.'</p>	

### ***Actively stretching – completed?***

<input type="checkbox"/>	Did I try out any of the suggested stretch activities?
<input type="checkbox"/>	What happened as a result?
<input type="checkbox"/>	What else might I try?
<input type="checkbox"/>	What steps am I actively taking to become more adaptable?
<input type="checkbox"/>	What else can I do?

### **3. Physical wellbeing**

Although we often separate mind and body, paying attention to our physical wellbeing is vital. Remember that any kind of stress shows up in the body first!

### ***Vitality – checklist completed?***

<input type="checkbox"/>	What am I doing to increase my vitality at the moment?
<input type="checkbox"/>	How are my sleep patterns? Do I need more sleep? What are some things I can do to ensure I am sleeping well and awaking refreshed each morning?
<input type="checkbox"/>	Did I complete a sleep diary?
<input type="checkbox"/>	Am I eating a balanced diet? If not, what small changes can I commit to, to improve this e. g. committing to eating a piece of fruit each day or drinking more water?
<input type="checkbox"/>	What's my alcohol consumption like? Am I happy with the amount I am drinking?
<input type="checkbox"/>	Exercise – am I doing any? What are ways I can build in more movement into my day?
<input type="checkbox"/>	What did I learn about myself from completing the vitality check list?
<input type="checkbox"/>	What sorts of changes would I like to make?

### **4. Resilience**

Resilience is key to our wellbeing and there are so many ways to develop your resilience skills – from having a strong network of support to good self-care and lifestyle tweaks.

### ***Resilience characteristics – completed?***

<input type="checkbox"/>	What sorts of challenging experiences have I come through so far? What skills and support did I draw on to get through that time? When we look back on our lives we can often identify times when we have been incredibly resilient!
<input type="checkbox"/>	What did I learn about myself from that situation or experience?

<input type="checkbox"/>	Who is in my network of support right now? How can I make that network stronger?
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***Steps to resilience – completed?***

<input type="checkbox"/>	What's a current situation I am struggling with right now? In what ways could I look at this differently? If what I am doing isn't working, what are some other things I could try?
<input type="checkbox"/>	Do I know what triggers stress for me? What am I doing at the moment to manage this?
<input type="checkbox"/>	Do I know my strengths? What are they? Am I using them and how could I use them more?

***Lifestyle changes – completed?***

<input type="checkbox"/>	Am I assertive when I need to be? What happens when I am?
<input type="checkbox"/>	Am I using any relaxation or mindfulness techniques? What is one I could try tomorrow or even today?
<input type="checkbox"/>	Am I making time for my interest and hobbies? How can I schedule time each week for something I enjoy outside my studies?
<input type="checkbox"/>	Do I spend time with my friends and family? What activity or social occasion can I plan for in the near future to do this?

***Self-care check list – completed?***

<input type="checkbox"/>	What sorts of things have I put in place to help build my self-care?
<input type="checkbox"/>	What difference has this been making for me?
<input type="checkbox"/>	What else can I be doing to increase my self-care?

## 5. Stress management

Stress management is all about taking charge: of your lifestyle, thoughts, emotions, and the way you deal with problems. No matter how stressful life at university may seem or feel, there will be steps you can take to relieve the pressure and regain control

### ***Understanding what stress is – completed?***

<input type="checkbox"/>	When I refer to something as being stressful what sorts of situations, experience and pressures do I mean?
<input type="checkbox"/>	Am I prone to stress? How did I score on this and what areas do I need to reflect and reduce?
<input type="checkbox"/>	Am I aware of the physical sensations of stress? In what situations has this occurred recently for me?

### ***What stresses me? – completed?***

<input type="checkbox"/>	What has been stressful for me this past week?
<input type="checkbox"/>	What sorts of coping mechanisms did I use? Were these negative or positive?
<input type="checkbox"/>	Is there anything I could have put in place to help me manage that stress more effectively?

### ***Good coping mechanisms – completed?***

<input type="checkbox"/>	Am I exercising regularly? What am I doing? How can I bring more movement into my day?
<input type="checkbox"/>	Am I using mindfulness regularly? Have I tried any of the relaxation techniques?
<input type="checkbox"/>	If I've been upset or stressed have I been able to remove myself from the situation?

***My locus of control – completed?***

<input type="checkbox"/>	Where is my locus of control most of the time?
<input type="checkbox"/>	Do I place energy on time on the things I cannot control about a situation?
Think of a current situation that is potentially stressful or causing you stress right now. List all the factors that are within your control – your actions, thoughts, feelings – once you start to focus your time on energy on these, that is when you can influence the situation for the better.	

***The four As – completed?***

<input type="checkbox"/>	Avoid – in what ways can you avoid unnecessary stress by a little forward planning?
<input type="checkbox"/>	Alter – using communication and time management to help manage stress. In what ways can I do this more?
<input type="checkbox"/>	Accept – how easy or difficult is this for me to do?
<input type="checkbox"/>	Adapt – in what ways can I change my expectations or standards so as to not waste energy being stressed out?

***Stability zones – completed?***

<input type="checkbox"/>	What are my own safety zones – the things or people that help me feel safe and secure. Are there enough of these in my life and how can I include/ensure more?
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***Writing or keeping a journal – completed?***

<input type="checkbox"/>	Have I started to write a journal? What do I notice when I do this?
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If I haven't started yet can I start right now?