



STAFF MEMBERS' CHECKLIST:

SEVEN ACTIONS YOU CAN TAKE FOR BETTER MENTAL HEALTH AT WORK



1. Prioritize self-care:



Set Boundaries: Clearly define work hours and stick to them. Avoid overworking.

Take Breaks: Ensure regular short breaks during the workday to rest and recharge.

Sleep Well: Aim for 7-9 hours of quality sleep each night.

Healthy Nutrition: Maintain a balanced diet with sufficient hydration throughout the day.

Physical Activity: Incorporate at least 30 minutes of physical activity most days of the week.

2. Maintain a supportive environment:



Connect Regularly: Stay in touch with family, friends, and colleagues to build a strong support network.

Peer Support: Participate in peer support groups, or buddy systems at work.

Seek Help When Needed: Know where and how to access mental health resources provided by the organization. Do you know who your staff counselor is? Do you know what mental health provisions are in your insurance plan?

3. Manage stress effectively:



Identify Stressors: Recognize sources of stress and take proactive steps to mitigate them.

Mindfulness Practice: Incorporate mindfulness or relaxation techniques such as deep breathing, meditation, or yoga.

Work-Life Balance: Engage in hobbies and activities outside of work to maintain balance.

4. Foster a positive work environment:



Communicate Openly: Share concerns or challenges with supervisors or HR without fear of stigma.

Encourage Inclusivity: Support colleagues and contribute to a workplace culture of respect and inclusivity.

Contribute Positively: Engage in workplace initiatives that promote mental health and well-being.



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5. Keep learning:



Mental Health Education: Participate in mental health training sessions provided by the organization.

Stay Informed: Keep up to date with best practices and strategies for maintaining mental health.

Professional Development: Pursue opportunities for career growth and development to reduce job-related stress.

7. Reflect and adjust:



Regular Check-ins: Periodically assess your mental health and well-being.

Set Goals: Establish personal goals for maintaining mental health and track progress.

Adjust Strategies: Be flexible in adjusting strategies that work best for you over time.

6. Access support services:



Know the Resources: Familiarize yourself with mental health resources, such as Employee Assistance Programs (EAPs).

Utilize Support: Don't hesitate to use counseling services, helplines, or mental health apps offered by your organization.

Know what to do in an emergency: Be aware of the procedures for accessing emergency mental health care if needed.

RESOURCES:

The UN System Mental Health and Well-being Strategy for 2024 and beyond:

<https://www.un.org/en/healthy-workforce/strategy>

<https://www.un.org/en/healthy-workforce/resources> (strategy & supporting documents)

Other resources:

<https://www.un.org/en/healthy-workforce/resources>