

WELLBEING & WORKPLACE DIGNITY | PRACTICAL WORKBOOK

Personal Wellbeing and Early Action Plan

A private worksheet for noticing change, separating personal and system pressures, and agreeing early action.

What this resource contains

- Private reflective prompts
- Writing space for a focused plan
- Confidentiality and source safeguards

IMPORTANT

Independent general guidance. It does not replace clinical, employment, regulatory, immigration or legal advice. Do not include patient-identifiable or unnecessary colleague-identifiable information in worksheets.

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Published and reviewed: 7 September 2026

**BEFORE YOU
WRITE**

Use a trusted device or paper copy. Do not include patient identifiers, unnecessary colleague identifiers or confidential records. This workbook is not sent to SAS Doctors Review.

1. Notice change

Complete only the prompts relevant to your situation. Use factual, proportionate language.

What has changed from my usual baseline?

How long has it persisted?

What is the effect on sleep, health, relationships, concentration or work?

What would make this urgent?

2. Separate the pressures

Complete only the prompts relevant to your situation. Use factual, proportionate language.

What can I influence personally?

What depends on staffing, workload, control, support, relationships, role or change?

What must the organisation address?

What should not wait for a management meeting?

3. Build the first plan

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Immediate protection today

Health or wellbeing contact

Work conversation in the next seven days

Named person with authority to act

Review date and evidence of improvement

4. Prepare a conversation

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Facts I can describe

The effect on safe and sustainable work

What I need to change

What support or adjustment I am requesting

What I will do if risk worsens

Action summary

What must happen today?

Who will I contact and for what purpose?

What will be reviewed, by whom and when?

**KEEP THE ROUTES
SEPARATE**

Treatment, employment representation, patient-safety escalation and advocacy serve different purposes. Use each where it is needed.

Sources and disclaimer

Use the current provider, national framework and local employer policy before a significant decision. Legal time limits may continue during internal procedures.

Core sources: GMC Good medical practice 2024; Acas workplace guidance; HSE Management Standards; national NHS speaking-up frameworks; current service provider pages.

**INDEPENDENT
GUIDANCE**

This workbook does not assess risk, diagnose illness, determine bullying or discrimination, calculate legal deadlines or replace individual advice.