

Proactive Work- Life Balance Category	10 Ways to Build Mental Health	Practical Actions (examples) – Start Today
Manage your Time & Priorities	1. Progress your Meaningful Goals	 Review your goals/needs/values/purpose if life Engage in meaningful activity (work, family, learning, helping others etc) Take steps, notice progress, celebrate wins
	2. Plan & Problem-Solve (Approach)	 Make time, use lists, plan ahead (in doses) Take 2 – stop, think, plan, do, (review) Determine steps, resources, solutions
Manage your Thoughts & Attitude	3. Develop Self-Belief & Strengths	 Use your strengths & keep learning Take an 'I can do it' approach Be self-aware, recall the accomplishments
	4. Use Positive Thinking (& attitudes)	 Positive (helpful) versus negative "self-talk" Set realistic expectations & self-compassion Choose positive perspectives, mottos & Gratitude
Manage your Stress & Emotions	5. Identify Stress Triggers & Signs	 List what triggers your stress/worry/anger List your early warning signs of stress Ask your social support to tell you what they notice
	6. Manage Stress & Self- Composure	 A method of self-composure (stop, relax) Regular feel-good activities (positive emotions) A method to de-stress, unwind, let go, switch-off
Manage your Energy & Health	7. Rest & Relaxation - Regularly	 Rest, breaks and holidays when due Hobbies & interests (absorbing, relaxing) Mindfulness, deep breathing & meditation
	8. Build Healthy Lifestyle Routines	 Healthy, balanced diet & substances Good sleep (7-9 hours) Exercise, physical activity (including walking)
Manage your Relationships & Communication	9. Build Positive Relationships	 Affirm (thank) your caring relationships Assertively communicate your needs & concerns Spend quality time building connections
	10. Seek Help from Others (Early)	 Identify who you'd talk to when needed Ask for support, info, tools from others Regular check-up (Doctor/Health Professional)

Source: YES Psychology & Consulting (2015). www.yespsychology.com.au