



**GOOD
DAY AT
WORK**

POWERED BY
robertsoncooper

Wellbeing Snapshot

Individual Report

Laura Jones

26 May 2023

Introduction

Welcome to your personalised wellbeing report! The information contained within this report has been generated from the responses you provided to the Wellbeing Snapshot questionnaire and looks at the following areas:



Workplace Environment

A healthy work environment is made up of positive pressure in six key areas - we call these the 6 Essentials.



Psychological Wellbeing

Happy lives contain a balance of both pleasurable and purposeful experience. We look at your wellbeing state by looking at: Positive Emotions and Sense of Purpose.



Energy

We look at energy across four areas: sleep, exercise and moving, nutrition and emotional management.



Resilience

Resilience is the capacity to maintain wellbeing and performance under pressure, including being able to bounce-back from setbacks effectively.



Physical Health

Your overall physical state or condition, including being free from illness and injury.



Mental Health

Your overall mental state, which affects how you think, feel and act.

PLEASE NOTE: You can use this feedback to improve how you feel, live and work. It is not designed to be a diagnostic tool and the results do not provide any clinical diagnoses.

Therefore, information in this report should not override any advice given previously by your GP or other healthcare professional. However, should you have any concerns about any of the information, it is always best to speak to your GP.

Your report is personal to you, your employer (or anyone else) will not receive a copy of your report; this is only visible to you. We encourage you to share and talk about your report with others, but we will leave that up to you to decide.

Understanding your report

To help you in understanding and making the most out of your Wellbeing Snapshot report, there are a few key things that you should know:

Scoring

Most areas within this report provide you with a score out of 100 - this is to make understanding your results as simple as possible. A higher score always indicates higher levels of health and wellbeing.

Benchmark

Where possible, we will provide a comparison to help put your results into context - this could be:

Benchmark Score	Recommended Guidelines
A score from other employees who have completed the same questionnaire	A widely accepted guideline which you should look to achieve - such as eating 5 fruit and vegetables per day

Colour Coding


In any case, your results will be colour coded to help you interpret your results, see the guidance below:

At risk	Caution	Good	Doing great
You need to take action to improve your health and wellbeing	Take care to avoid your health and wellbeing deteriorating	Doing OK when it comes to health and wellbeing	You are doing all the right things

Which colour you are presented with is not just dependent upon your score - it depends how your score compares against the benchmark. So, in one area of the report a score of 60 could be green, whereas elsewhere it could be grey. You should look at your score and your colour code together.

Personal Advice

Throughout the report, we will provide you with suggestions on what you can do to improve your overall health and wellbeing. You can find your personal advice by looking for this section:

Your personal advice 

Time Comparison

Your health and wellbeing over time

Building and maintaining healthy habits takes time and we can sometimes feel we are making great progress, only then to slip back. We also know that things can change in our lives and this can impact how we feel physically and mentally. This page helps you to track your health and wellbeing over time, by showing your previous Wellbeing Snapshot scores, as well as the benchmark for each area in the report. When looking at the scores on this page, it might help to reflect on the following points:

- Which areas have you made progress in and how have you achieved this?
- Which areas have been more difficult to make progress with and what factors have impacted on this?
- Which areas will you prioritise over the coming months?

The rest of this report will provide you with more detail about you are currently feeling, as well as provide you with some ideas on things you can do to keep on improving your health and wellbeing.

	Benchmark	Good Day at Work Questionnaire 30/09/2022	Pre-Challenge Questionnaire 17/10/2022	Wellbeing questionnaire 09/05/2023	Wellbeing Questionnaire 26/05/2023
Workplace Environment	66			63	60
Psychological Wellbeing	65			60	44
Energy	74				68
Energy	63				54
Energy	52				100
Energy	60				55
Resilience	75			76	86
Physical Health	56			44	66
Mental Health	68			51	57



Your Wellbeing Dashboard

The first section of your report provides an overview of your results based on your answers to the questionnaire. The remainder of your report will focus on each area in more detail, giving you a range of hints and tips for improvement where needed.

60

Workplace Environment

Your work environment is a concern for you at the minute. You are feeling under pressure and it's likely that this is impacting your overall health and wellbeing. The Workplace Environment section will break this down further to understand where your pressure is coming from, and what you can do about it.

44

Psychological Wellbeing

You need to pay attention to your wellbeing. This could be impacting your physical and mental health, and your ability to stay resilient. Don't worry though, the Psychological Wellbeing section of this report gives you tips and techniques to make a real difference to your all-around health and wellbeing.

69

Energy

Your energy is great at the minute, well done. This means that you are doing things to proactively manage your energy. Use the Energy section of this report to find out more about your current energy management behaviours across each of the four areas.

86

Resilience

Great, you are feeling super resilient right now. Remember that resilience can be continuously developed though, and how resilient you feel might change over time. Make sure that you keep working on maintaining your resilience.

66

Physical Health

Your physical health is extremely good. You are not experiencing any physical health problems at the minute and as such will be feeling generally healthy and energetic.

57

Mental Health

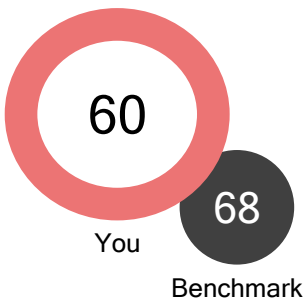
You need to pay attention to your mental health. It looks like you are feeling stressed out and may be struggling to get things done. Please try not to worry - the Mental Health section of this report is designed to give you helpful hints and tips on some small changes you can make, which will make a big difference!



Workplace Environment

A healthy work environment is made up of positive pressure in six key areas - we call these the 6 Essentials. This looks at whether we feel our work environment is helping or hindering us from doing our jobs effectively.

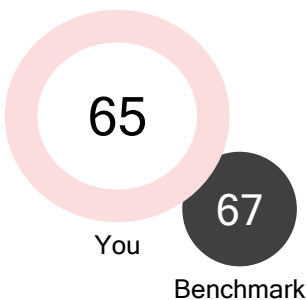
Having a motivating and challenging work environment is key for our wellbeing. We know that there are six factors which can create a healthy work environment, such as having a Balanced Workload or positive Work Relationships - we call these the 6 Essentials. We also know that, if not managed properly, we can feel a real sense of pressure coming from each of these six areas. For example, you can feel motivated to get on with your job if you have a sense of Balanced Workload, but workloads can also become unmanageable and create too much pressure, leading to lower performance, health and wellbeing. It's the same for the other 6 Essential areas too.



Your work environment is a concern for you at the minute. You are feeling under pressure and it's likely that this is impacting your overall health and wellbeing. The rest of this section will break this down further into the 6 Essentials to see where your pressure is coming from.

The rest of this section will provide you with a score in each of the six workplace environment areas, along with some personalised advice you could use to make sure that your work environment is supporting your wellbeing, rather than getting in the way of it.

Resources & Communication



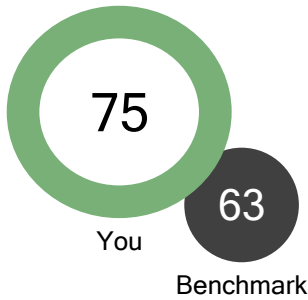
Watch out, you might not have the resources and communication needed to do your job effectively. This might mean that you feel like you are missing some key things that you need to do your job. Don't worry though, we've given you some advice below on what you can do to improve things.

Your personal advice



- Is there anything out there you could access to feel more informed? For example, company intranets are often a neglected source of useful information.
- If budget seems to be the main constraint, try putting together a business case justifying why you need additional resources and discuss it with your manager.

Control



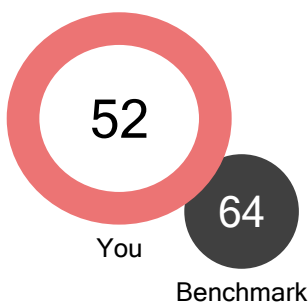
Your control levels at work are good!
Whatever the level of control you have in the workplace at the minute - it works for you. It's likely that this is providing you with a level of autonomy which is enabling you to do your job effectively!

Your personal advice



- Ensure you aren't too complacent about control, stay proactive. Do you need to strive to have more influence, or take control, in specific areas, where you know you could make more of an impact by doing so?
- Think about why you feel positive about the level of control you have in work, what has helped you get there? Are there any key learnings that could help you maintain the level of control you have at the minute, if blockers were to present themselves in the future?

Balanced Workload



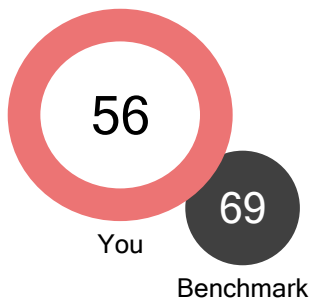
You need to pay attention to your workload and work-life balance.
You're likely to feel you constantly have too much to do with not enough time to do it in. Read your personal advice below to help you understand the steps you can take to improve this.

Your personal advice



- Create a to-do-list! You may feel that this is a basic element, but you'll find that ticking it off is satisfying.
- Plan out your week in advance. By having a much clearer view of what you need to do at the start of each week, you are much more likely to work productively.
- Are you multi-tasking? The idea of multi-tasking is a myth - your brain simply cannot work effectively by doing more than one thing at a time. Try to focus on doing one task at a time and you should see the benefits.

Job Security & Change



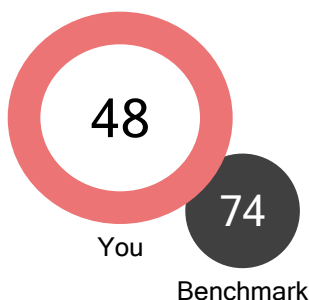
You are feeling quite concerned about job security and change right now. This might be because your job is insecure and under threat, but bear in mind that you can still feel troubled by job insecurity when there is no real prospect of you losing your job. Your personal advice should give you some tips to help you deal with this.

Your personal advice



- Take stock of your experiences and your skill set, and consider whether the role you are currently in is best suited to you? Draw upon colleagues, friends and family for their feedback on the situation - having an outside perspective from someone else close to you will definitely help shape your decisions.
- Changes in your organisation can feel disruptive and de-motivating - but it's often for the better, as it's likely the organisation is changing to prepare for growth and expansion.
- Stay motivated and focussed. Although you may feel a bit deflated at the moment, try to remain positive. Be fully present during meetings, build relationships, take on new opportunities.

Work Relationships



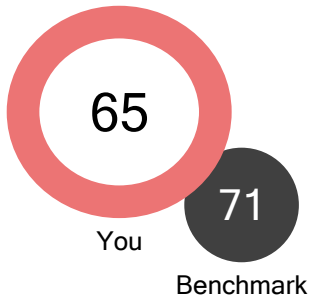
Your work relationships with others are poor. This is likely to be causing a strain on your health, wellbeing and performance. Take some time to read your personal advice below which will help you understand the steps you can take to improve this.

Your personal advice



- Avoid office politics or gossip. Instead, cement your position as a neutral party in your work group, and focus on doing your job to the best of your ability.
- Be positive. Negativity can be contagious and can easily dominate team dynamics. But positivity is contagious too. Make sure you are giving off positive energy more often than not.
- Actively listen to others; this is key to building trust and rapport, but also demonstrates concern.

Job Conditions



You are feeling pressured by your job conditions at the minute. This is likely to be getting in the way of you doing your job effectively, which will impact your job satisfaction and wellbeing levels. Do not worry, we've given you some advice below on what you can do to improve things.

Your personal advice



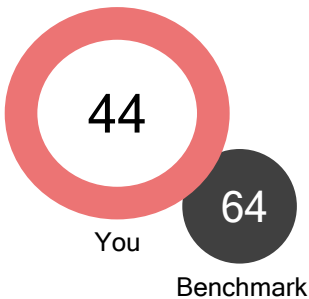
- Now is the time to act. Identify what it is about your Job Conditions which is causing you pressure, and speak to your line manager or HR team to try and work things out.
- If you have pressing concerns around the conditions of your job, speak to your Union (if you have one) or your HR team. They'll be able to support you and help you better understand your rights.
- Think about your work station and how you could improve things. You may not be able to control where you work, but something as simple as letting in more light in will effect your mood for the better - you don't have to be restricted to natural light, using warm lighting will still do the trick!



Psychological Wellbeing

We know that happy lives contain a balance of both pleasurable and purposeful experience. This section shows your current psychological wellbeing state by looking at two important areas: Positive Emotions and Sense of Purpose.

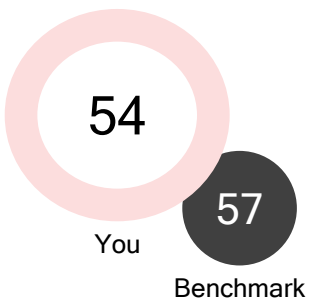
People often associate psychological or mental wellbeing with positive emotions they experience such as excitement, happiness or contentment. Yet there's another aspect of wellbeing that matters, and that is whether you feel you have a sense of purpose - do you feel like your job is going well, do you have clarity around your job role and do you feel like your job is worthwhile? Our model combines the two to give you an overall view of your Psychological Wellbeing.



You need to pay attention to your wellbeing. This could be impacting your physical and mental health, and your ability to stay resilient. Use the rest of this section of your report to understand which aspects of wellbeing you need to improve.

The following section will provide you with an overall score in both of these areas of wellbeing, along with some personalised tips and advice you could use to improve how you feel on a day-to-day basis.

Positive Emotions



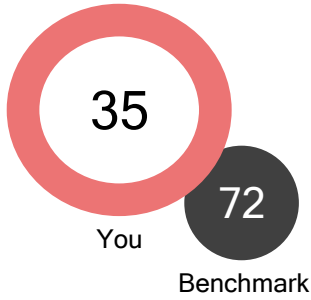
You are not feeling too positive at the minute. This might mean your positivity levels are lower than they could be. Don't worry though, we've given you some advice below on what you can do to improve things.

Your personal advice



- Relax! When you can, take breaks in your work and do something completely unrelated to focus your mind elsewhere
- Live a healthy life. Be active, sleep well, regulate your energy and eat a healthy balance diet - all of which are key to improving how we feel on a day-to-day basis.
- Sometimes we develop patterns of thoughts and behaviours which can sometimes be unhelpful and effect our emotions. Think about how you could regulate your emotions and do things differently - you may be able to draw upon your social support network for this.

Sense of Purpose



It looks like you need clarity around your sense of purpose. Having challenging, achievable and worthwhile job goals are key to both your wellbeing and levels of resilience - but will also help you stay motivated. There are steps you can take to build on this. Read your personal advice below.

Your personal advice



- Try to set yourself challenging goals at work - things that take you outside of your comfort zone. Without pushing yourself too far, you may find that the positive feeling of achievement was worth the extra effort.
- Acknowledge your progress. Too often, we are 'future focused', but it may be a good idea to stop and take a step back - what have you achieved so far? This can provide us with a new sense of motivation to achieve our goals, and act as a reminder of progress you've made so far.
- Speak to your line manager. If you are feeling like you don't have clear job goals at the minute, then a conversation with your manager could help to clarify what's expected of you at work.

Energy

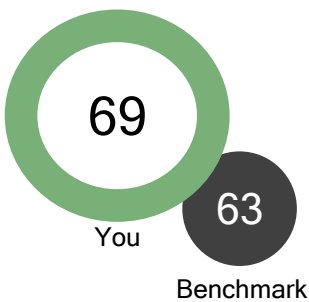


How we manage our own energy is key to our overall levels of health and wellbeing. We look at energy across four areas: sleep, exercise and moving, nutrition and emotional regulation.

“Manage your energy, not your time”

Tony Schwartz

We think of human energy as having four blocks - all equally important and related to one another. These are: the quantity and quality of our sleep, how much we exercise and move, what we eat and drink, and how we manage our emotions. If we can develop and maintain good energy management behaviours across these four areas, our bodies will be fuelled up as much as they can be, meaning that we are set up to have as many good days as possible.



Your energy is great at the minute, well done.

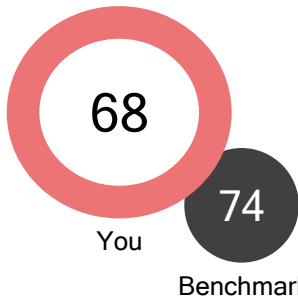
You are doing lots of the right things when it comes to managing your own energy levels and should be feeling generally energetic on a day to day basis. But you should not stop here - there is always more that you can do to boost your energy even further.

The rest of this section explores each of these four blocks of energy in more depth, giving you personalised feedback on what else you can do to manage your energy. But first, it is helpful to understand just how important good energy management is.

Why is energy management so important?

Your body needs energy to do everything - including moving, thinking, and growing. Energy mainly comes from the food and drink that you consume, but can also be topped up or wasted based on the quantity and quality of your sleep, how much you exercise and move, and the way you regulate (or manage) your own emotions.

Sleep



Your sleep needs to be improved. Good quality sleep is associated with almost every aspect of human health and performance, including our memory, heart health, immune system, and cognitive ability. You might not associate some problems (like having difficulty concentrating, or exercising in a morning) with a lack of sleep, but improving your sleep benefits all aspects of your life. Use the information below to help.

There are two different aspects of sleep which are driving your overall sleep score above. Your results in each of these two areas are shown below with some more explanations.

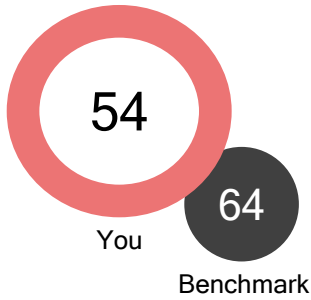
Firstly, look at the amount of sleep you are getting and how this compares to the amount of time you spend in bed. We have compared your results against widely recognised and accepted sleep guidelines.



	You	Guidelines
Sleep quantity Average number of total hours sleep per 24-hr period	Between 7 and 9 hours	Between 7 and 9 hours
Time to fall asleep Average time taken to fall asleep after getting in bed	16 - 30 minutes	Less than 30 mins
Number of awakenings Average number of times you wake up for more than 5 mins during sleep	Not at all	Once or twice

The second area of sleep your report focuses on is sleep hygiene - whether you are demonstrating a range of good sleep behaviours. It is often the case that for you to improve the amount of sleep you are getting (shown above) you need to work on your sleep hygiene.

Avoiding stimulants	★ ★ ★ ★ ☆
Avoiding exercise just before bedtime	★ ★ ★ ★ ☆
Comfortable sleep environment	★ ★ ★ ★ ☆
Bedtime routine	★ ☆ ☆ ☆ ☆
Natural sunlight	★ ★ ★ ☆ ☆



You need to improve your nutrition. If your body doesn't have the right food and drink, you are not able to perform daily tasks in an optimal way. Most people with poor nutrition can easily make changes - starting with your next meal - which have immediate benefits. See the advice below.

Are you meeting the recommended guidelines?

There are two simple guidelines for you to follow which will have a big impact on your overall nutrition - your fruit and vegetable intake and the amount of water that you drink. We have compared your results against widely accepted guidelines for both. You may also get some hints and tips, based on your answers.



	You	Guidelines
Fruit and vegetable portions No of portions eaten per day	3 to 4	At least 5 a day
Water intake No of glasses of water (250ml / 25cl / 8 ounces) drank per day	3 to 4	6 or more glasses per day

Your personal advice



- Add chopped up vegetables to your eggs or potatoes. This could be onions, celery, green or red peppers, or some spinach.
- Have one more piece of a fruit a day for the next week, then add another piece of fruit the following week, and before you know it you will be above the recommended guidelines.
- Keep up your water intake - noticing the colour of your urine in the afternoon (or 6 hours after you wake up, whichever comes first) is a good indicator of whether you are hydrated. A lighter colour means that you are more hydrated.
- Drink a glass of water when you wake up, with every meal, after every bathroom break and before you go to sleep.

Have you got a 5-star diet?

See below for more information on your diet, which is the second area driving your Nutrition score. You may also get some hints and tips, based on your answers.

Low sugar diet

The amount of sugar in your food and drink



Balanced diet

Whether your diet gives you the right balance of nutrients



Freshness of food

Whether the food you eat is fresh and unprocessed

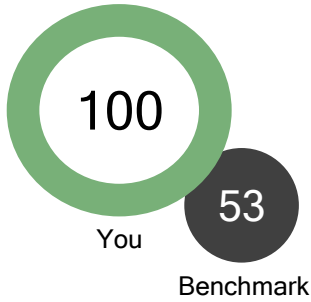


Your personal advice



- Try not to skip breakfast - people sometimes do this because they think it helps them to lose weight. A healthy breakfast - high in fibre and low in fat, sugar and salt - forms part of a balanced diet.
- Limit or avoid processed meats - these have been linked to increased health problems, and include meats such as bacon, ham, hot dogs or sausages.
- Plan ahead - often diets can be unbalanced or include lots of processed food due to a lack of planning. If you can, try planning out your meals and snacks a few days in advance.
- Choose whole grains over processed grains. This means brown rice in place of white rice, whole-wheat pasta in place of 'white' pasta, or whole-grain bread. These are often more filling foods too.

Exercise & Movement



Great news - your levels of exercise and movement are very good. It can be hard to fit exercise into our busy lifestyles, but it looks like you are managing to do that well. Watch out though, exercise is all about keeping up good habits, so consider any upcoming changes at home or at work which might make exercising regularly harder for you.

Checking recommended guidelines

To help you understand your Exercise & Movement score in more detail, see below for a breakdown of your results against widely accepted exercise and movement guidelines. Are you on track? You may also get some hints and tips, based on your answers.



You



Guidelines

Daily steps

The average number of steps you take in a day

10,000+

10,000+

Weekly exercise

The amount of moderate intensity exercise you do in an average week

301 minutes or more

61-150 minutes

Your personal advice



- You are achieving the daily step count - keep up the good work.
- Keep up the good work.

More about your exercise and movement...

Below is some more information on your current exercise and movement, which will help you to understand your score even further. You may also get some hints and tips, based on your results.

Regular movement

Avoiding sitting for long periods, regularly moving throughout the day



Variety of exercise

Having a good mix of exercise types

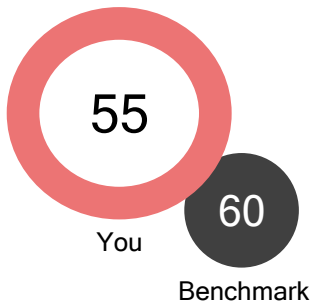


Your personal advice



- Great, keep up the good work with moving regularly.
- Great, you have good variety in your exercise. This is important in keeping exercise interesting and motivating. Keep it up!

Emotional Management



Your emotions need some attention.

It looks like you need to find some ways to manage your emotions better - this could be wasting energy and causing you to feel low on energy. There are some suggestions on what you can do below.

In more depth...

You might be thinking “What does *emotional management* even mean?” - that is why we have broken down your answers below using the 5-star graphic you have seen in previous sections. This will give you an idea as to the different aspects of emotional regulation which make up your score above. Fundamentally, this is about your ability to ensure that the way you react in a situation is proportionate to the situation itself.

Tuning in to emotions

Recognising when your thoughts affect how you feel



Paying attention to the physical

Spotting physical changes in your body during difficult situations



Healthy coping strategies

Such as yoga, mindfulness or keeping a journal



Relaxation

Taking time to do something that relaxes you



Expressing gratitude

How regularly you find time to show thanks or appreciation to someone or for something



Your personal advice



- A great way to manage our emotions is to know what triggers an emotional reaction. There is a simple way to do this using the SCARF model. It is likely that one or two of these five situations will trigger your emotional reactions: S - Status, C - Certainty, A - Autonomy (when a situation is outside of your control), R - Relatedness (how safe we feel with others) , and F - Fairness.
- Quite often, we can have a strong emotional reaction when the situation challenges one of our 'core values', something that we really believe in. Understanding what your core values are is a good starting point in helping you to understand why you react the way you do.
- The way we feel, and in turn act, is determined solely by the way we think - this means that to change the way we feel and act we must understand and change the way we think. It's only by doing this that it is possible to change our feelings.

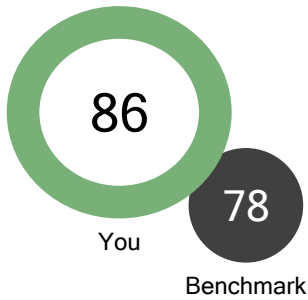


Resilience

Resilience is the capacity to maintain wellbeing and performance under pressure, including being able to bounce-back from setbacks effectively. We look at resilience across four areas: confidence, adaptability, purposefulness, and social support.

Resilient individuals can sustain good performance and positive wellbeing (happy, content, enthusiastic) in the face of adverse conditions, and to recover from or adjust easily to misfortune or change.

Below you can see your overall resilience, how this compares to other employees and a breakdown of your resilience in each of the four areas.



Great, you are feeling super resilient right now. Remember that resilience can be continuously developed though, and how resilient you feel might change over time. Make sure that you keep working on maintaining your resilience.

In more depth...

Confidence

Having feelings of competence, effectiveness in coping with stressful situations and strong self-esteem are inherent to feeling resilient.

Adaptability

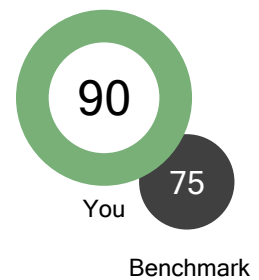
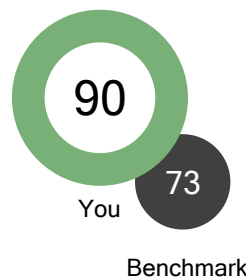
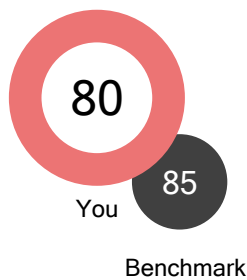
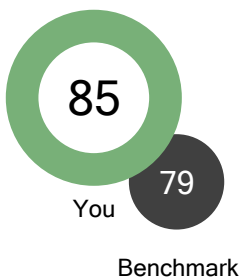
Flexibility and adapting to changing situations which are beyond our control are essential to maintaining resilience.

Purposefulness

Having a clear sense of purpose, clear values, drive, and direction helps individuals to persist and achieve in the face of setbacks.

Social Support

Building good relationships and seeking support helps during adverse situations, rather than trying to cope on your own.



Confidence tips



- Now that you are feeling confident, this may be a great time to work on other aspects of your resilience, such as building your social support network.
- A word of warning: There is such a thing as over-confidence, and it can be risky, as you may be inclined to take on too much.

Adaptability tips



- Challenge yourself to try new things and take up any training opportunities that come your way.
- Be open to learning from others around you, and try not to be too defensive in the face of new suggestions.
- Exercise your imagination. It's easy to keep doing things the same way you've always done, so try taking a step back and thinking about whether there are any changes that you could make to how you go about things.

Purposefulness tips



- Use your current strong sense of purpose to take on challenging goals at work and at home. A word of warning: don't take on too much to handle and, don't forget to relax occasionally!
- Maybe you can help others around you to find their own sense of purpose. For example, if you manage a team at work, make sure they all understand the value of their work and how it helps contribute to achieving the company's goals.

Social support tips



- Take things a step further by increasing your level of emotional intelligence. This involves identifying, assessing and controlling your emotions to bring out the best in yourself and others.
- Make sure you offer as much support as you are currently receiving. Not everyone will open up as readily as you do, so let them know that you are available to support them.



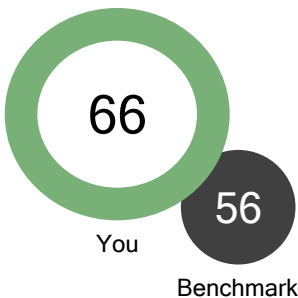
Physical and Mental Health

When we say health, we mean your mental and physical condition, including being free from illness and injury.

Health is fundamental to our daily functioning and overall happiness as a human. It also makes an important contribution to economic progress, as healthy populations live longer and are more productive.

Below you can see both your physical and mental health, and how they compare to the benchmark results. You will also see a series of hints and tips tailored to your results.

Physical health



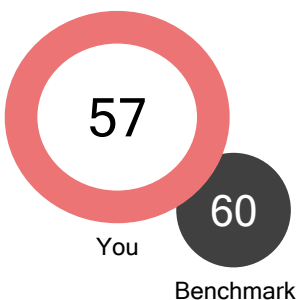
Your physical health is extremely good. You are not experiencing any physical health problems at the minute and as such will be feeling generally healthy and energetic.

Your personal advice



- Keep up the good work.

Mental Health



You need to pay attention to your mental health. It looks like you are feeling stressed out and may be struggling to get things done. Please try not to worry - we have given you some advice below on what you can do to improve things. Small changes often make a big difference with mental health.

Your personal advice



- If you think that your mental health is getting on top of you, we recommend that you speak to your healthcare professional. They will be able to support you, and you could consider taking this report with you.
- A good first step is in understanding what is causing the way you feel. Think about what's happening in your life at home and at work - if you feel stressed at work, then you should speak to your line manager in the first instance.
- Do something to relax. Often, we don't spend time truly relaxing, as we navigate our busy lives. Make sure that you find the time to do something which relaxes you.
- Get plenty of sunlight. This provides you with Vitamin D which helps your brain to release chemicals that improve your mood. Getting sunlight as early as possible after you have woken up is the best way, but any sunlight is good for your mental health.



So, what next?

Now that you have read your Wellbeing Snapshot, you might be thinking about what you can do to improve your overall wellbeing. It is time to turn that into practice now.

So that is it, you should now have a well-rounded view of your health and wellbeing. We hope that this report has helped you to see the importance of your personal wellbeing, and the things which you can do to improve, using our hints and tips.

Create your Personal Wellbeing Action Plan

This is a great way to look after your own health and wellbeing, making sure that you are doing everything that you can to have as many good days as possible. Use the template below to create your own plan - and make sure you check back in against your plan. You should do this in a month, three months, and six months.

My starting point

Think of three things currently going well in relation to your resilience and wellbeing?

1. _____
2. _____
3. _____

What three things could be improved?

1. _____
2. _____
3. _____

My goals

What do you want to achieve by improving your resilience and wellbeing?

Think about why you want to achieve it - how will it benefit you, at home or at work?

My actions

What steps are you going to take to reach your wellbeing goals? Make sure these are realistic and aligned with your goals.

1. _____

2. _____

3. _____
