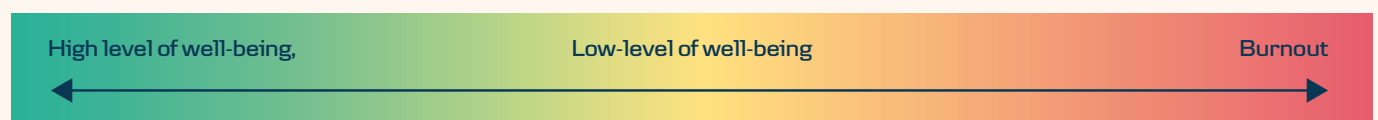


Are you thriving?

Are you thriving at work? In a time when poor mental well-being and stress are a growing problem in Denmark, we want to do what we can to support your well-being. Fortunately, there is much we as individuals can do to achieve a more balanced life.

In this folder, we focus on well-being. With a few simple tools, you can improve your well-being and achieve a more balanced life. Choose the tool most relevant to your particular job situation.

Three zones – high level of well-being, low-level of well-being, burnout



This tool is designed to help you talk openly about your well-being with your manager or colleagues.

If you want to keep an eye on your level of well-being and be able to discuss it easily with your colleagues or manager, you can use this simple colour scale. The scale goes from a high level of well-being (green) over a low level of well-being (yellow) to burnout (red).

There is a fine line between a high and a low level of well-being and between a low level of well-being and burnout, and it is not always apparent to us or to others when we go from one stage to the other.

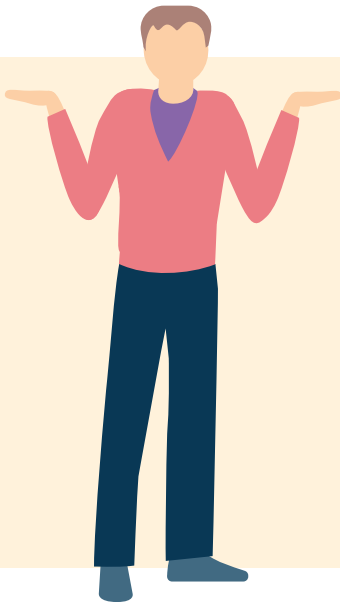
So, it is a good idea from time to time to stop and think about where you find yourself on the scale. Where do you see yourself right now? Do you feel that you are in a state of flow (green area), are you experiencing signs of poor well-being (e.g. sleep problems) (yellow area) or are you feeling pressure or burnout (red area)?

When is this strategy useful?

The colour scale is useful when you talk with your manager at 1:1 meetings and appraisal interviews. You can also introduce the scale to your colleagues for use at department meetings

and project meetings or in more informal situations, such as at the coffee machine.

If you talk about well-being at a department meeting, ask everyone place themselves on the scale. How can you support each other to get closer to green?



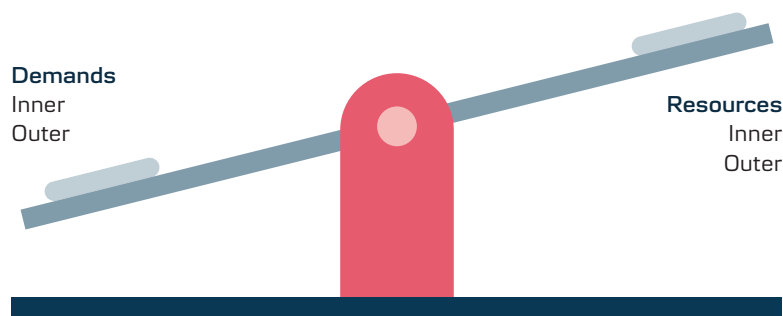
What do I do?

When you have checked your state of well-being, it may be a good idea to ask yourself these questions

- What would get you closer to green?
- Why do you think you are where you are on the scale? Is it because of anything specific - such as a work assignment or challenges in your private life?
- What specific symptoms are you experiencing? (e.g. poor sleep quality, sense of unease or the like)
- What can you do to ensure that you do not move closer to red?
- Where on the scale were you last week? Last month? Last quarter?
- When were you closest to green in the past two weeks? Why?
- Would your colleagues or manager have guessed where you are on the scale, or did they think otherwise?

The critical balance between demands and resources

This tool is designed to focus on perceived demands and resources in order to create awareness of what causes imbalance and what can be done to restore the balance.



Your well-being at work requires a reasonable balance between the demands you perceive and the resources at your disposal. This applies both to the volume of your work assignments and their content. It may apply to your everyday work or a specific project.

It is important to distinguish between inner and outer demands and resources. Outer demands are imposed by your surroundings, such as your manager or customers. Inner demands are demands that you impose on yourself, e.g. in the form of quality standards and service level. Inner resources

are those resources that you bring with you, such as education and personality, while outer resources may be experienced and helpful colleagues or effective knowledge-sharing systems.

You and your manager can use this model if you need to talk about the balance between the demands on you and your resources. You can also use the model as a tool when you talk about the level of well-being in your department or your project group.

When is this strategy useful?

The model is useful when you think about your own (im)balance. You can also bring up the model at 1:1 meetings and appraisal interviews with your manager or at department meetings and project meetings.



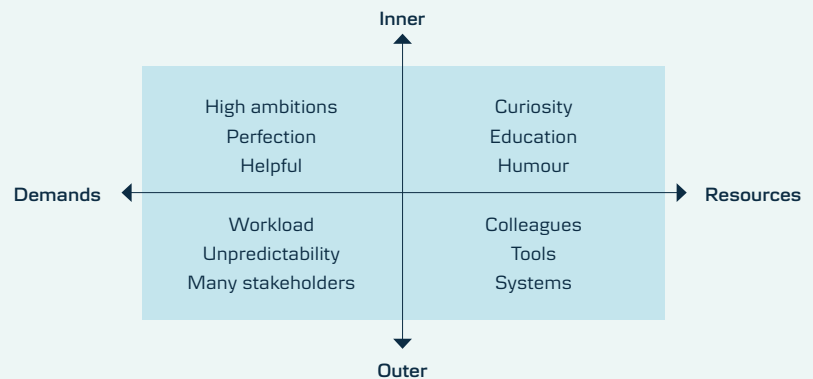
What do I do?

If you or your department want to focus on well-being, you may prepare for the meeting with your manager or your department by considering the following questions:

- What do you perceive as the greatest demands on you at the moment?
- How do they affect your well-being and performance?
- What inner demands do you bring with you to your job? And how do they affect your resources?
- What would it mean to you if you did not have enough to do at work?
- How would you know it if the demands begin to outweigh your resources?
- Would you be able to tell if the balance between demands and resources was perfect for you?

TIP

Analyse your needs and resources and talk with a colleague or your manager about what you find. You can use the chart.



Focus on the things you can influence

This tool is designed to identify the aspects of your work that drain your precious mental resources. This is a means to ensure that you use your energy in the way that creates the most value – for you, the company and the customers.



In our working life, there are some things we can influence, but certainly also things that are beyond our control.

We know that we human beings have a tendency to focus on the things we have no real control over, and that this can drain our resources. By focusing on the things we are able to do something about instead, we can use our energy in the most productive way and avoid frustration. It is therefore a good idea to examine whether you are actually

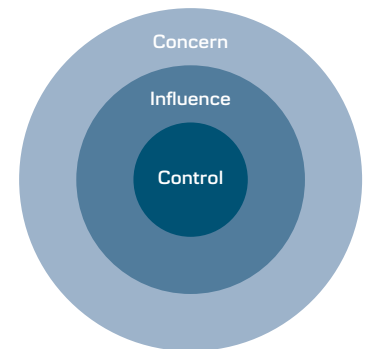
able to change the things that steal your attention.

This circle of control is useful if you are frustrated about something in your life, for example if you have difficulty managing specific job tasks. Ask yourself – and perhaps also your manager – whether this condition is within or outside your circle of control. If it is outside your circle of control, shift your focus to the tasks that you can do something about.

Consider the concerns that frustrate or affect you

- Is it a concern that you can manage and control (inner circle)?
- Is it a concern that you can influence and affect – for example by setting a good example, getting support and guidance or by structuring the task differently (middle circle)?
- Or is it a basic condition in your job, such as tight deadlines, invoiceable hours, heavy lifting or political decisions (outer circle)?

Talk with your manager and consider whether you are able to change the concerns that frustrate or drain you here and now – or whether you can make adjustments in the longer term. We are not always aware that it may be possible to reduce the stresses from the basic conditions of our job.



How can I use this strategy?

You can use the circle of control yourself or before 1:1 meetings and appraisal interviews with your manager or at department meetings and project meetings. Draw the model

on a whiteboard and add post-it notes on which you have written concerns that currently affect your mental balance.



What do I do?

If your manager suggests that you talk about well-being at your next 1:1 interview, these are some of the questions you may consider before the meeting:

- What are your frequent concerns in your job and workplace?
- What concerns outside your work can steal your focus at work?
- Are you aware of it if you waste time and energy on concerns you are not able to influence?
- What effect does it have on you to have spent time thinking or worrying about or complicating concerns that you cannot influence?
- How can you use your influence to create the most value in your job?

TIP

Analyse what tasks and persons, etc. that steal your focus. What are you able to influence, and what should you let go of?

Start your journey to improved well-being today

Think about which tools are most useful in your situation. Which tool is easiest for you to use? Try it out in your daily life and make adjustments as you gain experience from your use of the tool.

Keep in mind that restoring your mental balance takes work and time. You have to take it one step at a time. What is your next step?

