

20

Workplace Mental Health Clinical Practice Workbook

A clinically branded, function-preserving edition retaining the original exercises, psychoeducation, checklists, logs, planning tools, and response space.

DSM-5-TR · ICD-11 CLINICAL ALIGNMENT

1 · Assessing Your Stress Coping Skills

2 · Identifying Stressors

3 · Identify Stress Emotion

4 · Analyze The Stressor

5 · Practice Mindfulness

6 · Challenge Negative Thoughts

7 · Keep A Thought Record

8 · Are Your Worries Realistic?

9 · Putting An End To Rumination

10 · Relaxation during Breaks

11 · Setting Realistic Goals

12 · Assess Your Assertiveness Skill

13 · Practicing Assertiveness

14 · Setting Clear Boundaries

15 · Saying No When Necessary

16 · Workplace Bill Of Rights

17 · Connecting with Supportive Colleagues

18 · Acts of Kindness

19 · Positive Self-Talk

20 · Evening Self-Care

How to use this workbook

- Use this workbook selectively and collaboratively; it is educational and does not replace individualized assessment, diagnosis, treatment, medical care, or crisis services.
- Skip, pause, or modify any activity that increases distress, danger, shame, or loss of functioning. Adapt language for culture, disability, neurodivergence, health, resources, and lived context.
- Ratings in this workbook are reflection tools unless a named, validated measure and interpretation are explicitly provided.

Contents

Assessing Your Stress Coping Skills	4
Identifying Stressors	5
Identify Stress Emotion	7
Analyze The Stressor	8
Practice Mindfulness	9
Challenge Negative Thoughts	11
Keep A Thought Record.....	13
Are Your Worries Realistic?	15
Putting An End To Rumination	17
Relaxation during Breaks	19
Setting Realistic Goals	22
Assess Your Assertiveness Skill	24
Practicing Assertiveness	25
Setting Clear Boundaries	27
Saying No When Necessary.....	31
Workplace Bill Of Rights.....	34
Connecting with Supportive Colleagues	35
Acts of Kindness	37
Positive Self-Talk	39
Evening Self-Care.....	41
Unhealthy Habits to Avoid	44

Assessing Your Stress Coping Skills

This exercise will provide you with some feedback regarding your stress coping skills. Read the following statements and rate each on a scale from 1 to 5 (1 being “needs improvement” and 5 being “excellent”).

Stress Coping Skill	Rate (1-5)
1. Ability to relax using different relaxation techniques.	
2. Ability to manage time effectively (including prioritizing tasks and setting realistic goals).	
3. Ability to solve problems and take action to address them.	
4. Ability to reframe negative or unhelpful thoughts.	
5. Ability to regulate difficult emotions (anger, sadness, anxiety, etc.).	
6. Ability to assert yourself (including expressing your needs, setting boundaries, and communicating effectively).	
7. Ability to maintain a healthy lifestyle (including regular exercise, healthy diet, quality sleep).	

Notes:

Identifying Stressors

1. List the specific situations or events that cause you stress at work. The following is a list of common stressful events related to workplace. Check off the ones that apply to you:

- ☐ Excessive workload
- ☐ Long working hours
- ☐ Deadlines and time pressures
- ☐ Organizational changes or restructuring
- ☐ Difficulties with colleagues or workplace conflicts
- ☐ Job insecurity or fear of unemployment
- ☐ Lack of job satisfaction or fulfillment
- ☐ Work-related travel or commuting stress
- ☐ Micromanagement or lack of autonomy
- ☐ Performance evaluations or feedback
- ☐ Balancing work-life responsibilities
- ☐ Lack of recognition or appreciation
- ☐ Unclear expectations or role ambiguity
- ☐ Bullying or harassment in the workplace
- ☐ Shift work or irregular working hours
- ☐ High-stakes decision-making or responsibility
- ☐ Constant interruptions or distractions
- ☐ Occupational hazards or physical risks
- ☐ Limited opportunities for growth or advancement
- ☐ Inadequate resources or support
- ☐ Low salary or financial concerns
- ☐ Discrimination or workplace inequality

- ☐ High levels of competition or pressure to perform
- ☐ Work-related social isolation or feeling disconnected
- ☐ Lack of training or professional development opportunities
- ☐ Conflicting priorities or multiple demands
- ☐ Fear of making mistakes or failure
- ☐ Ethical dilemmas or moral distress
- ☐ Burnout or chronic fatigue
- ☐ Public speaking or presentation anxiety
- ☐ Heavy reliance on technology or constant connectivity
- ☐ Negotiating difficult client or customer relationships
- ☐ Poor communication or unclear instructions
- ☐ Inadequate work equipment or technology challenges
- ☐ Working in a demanding or emotionally draining field
- ☐ Responsibility for others' well-being or safety
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Identify Stress Emotion

1. Reflect on where you feel stress in your body.

e.g. rapid heartbeat, sweating, increased blood pressure, shortness of breath, chest tightness, muscle tension, headaches, upset stomach, nausea, diarrhea, dizziness, fatigue, insomnia, restlessness, trembling or shaking, clenched jaw, teeth grinding, dry mouth, hot flashes or chills, tingling or numbness in extremities, difficulty concentrating, hypersensitivity to noise or light, increased startle response, excessive sweating, changes in appetite, frequent urination, impaired sexual function, back pain, neck pain, stiff shoulders, digestive problems (e.g., indigestion, acid reflux), nervous tics or twitching

2. Reflect on how your stressors make you feel.

e.g. anxiety, anger, frustration, irritability, fear, overwhelm, nervousness, tension, restlessness, worry, panic, guilt, shame, helplessness, hopelessness, desperation, powerlessness, insecurity, resentment, impatience, disappointment, sadness, loneliness, isolation, confusion, cognitive overload, indecision, self-doubt, regret, jealousy, envy, suspicion, defensiveness, exhaustion, burnout, feeling, trapped, inadequacy, lack of motivation, emotional volatility, hyper-vigilance, hypersensitivity, feeling out of control, emotional numbness, agitation, apathy

Analyze The Stressor

Using the stressful events you identified earlier, answer the following questions:

Stressor: _____

- What aspects of this stressor are within your control?

- What strategies can you use to cope with the stressor? Consider both short-term and long-term approaches.

Practice Mindfulness

Practicing mindfulness can be a great way to reduce stress and increase self-awareness. Here is a simple mindfulness exercise for you to try:

1. Find a quiet and comfortable space where you won't be disturbed. Sit in a relaxed position, either on a chair or on the floor, whichever feels most comfortable for you.
2. Close your eyes and take a few deep breaths, focusing on each inhale and exhale. Notice the sensation of the breath entering and leaving your body.
3. Bring your attention to your body. Scan from head to toe, noticing any sensations or areas of tension. Take note of any areas that feel relaxed and any areas that may feel tense or uncomfortable.
4. Shift your focus to the sounds around you. Pay attention to the sounds that are happening both nearby and in the distance. Without judgment, simply acknowledge and observe the various sounds.
5. Now, bring your attention to your thoughts. Allow them to come and go, without getting caught up in them. Observe your thoughts as if you were watching clouds passing by in the sky. If you find yourself getting caught up in a thought, gently redirect your focus back to your breath.
6. Finally, expand your awareness to include any emotions or feelings present in your body. Notice any emotions that arise, whether pleasant or unpleasant, and allow them to be present without judgment.
7. Take a few more deep breaths, bringing your attention back to your body sitting in the present moment. When you are ready, slowly open your eyes.

Each time you practice mindfulness, fill out the following log. Write down any sensations, feelings, or thoughts you experienced during your practice:

Date	Bodily sensations	Feelings	Thoughts
E.g. Monday	A tingling sensation in my fingers, a warm feeling in my stomach, and a slight tension in my shoulders	a mix of calmness and restlessness	I had thoughts about upcoming tasks at work.

Challenge Negative Thoughts

Cognitive distortions are patterns of thinking that involve biased or irrational thoughts. These distortions can lead to negative emotions and behaviors. Here are several common types of cognitive distortions:

1. All-or-Nothing Thinking: This distortion involves seeing situations in black-and-white terms, with no shades of gray.

For example, if you receive a B on a test, you might think, "I'm a complete failure."

2. Overgeneralization: This involves making sweeping conclusions based on a single event or piece of evidence.

For instance, if you make a mistake at work, you might think, "I always mess things up."

3. Mental Filtering: This distortion refers to selectively focusing only on negative aspects of a situation while ignoring the positive.

Suppose you receive many compliments about your presentation, but one person criticizes a small aspect. You might fixate on that one negative comment and disregard all the positive feedback.

4. Jumping to Conclusions: This distortion involves making assumptions without sufficient evidence. There are two common forms:

- **Mind Reading:** Assuming you know what others think without clarification. For example, you might think, "They must think I'm incompetent."

- **Fortune Telling:** Predicting negative outcomes without concrete evidence. For instance, "I won't get the job; I'm sure of it."

5. Emotional Reasoning: This distortion occurs when you assume that your feelings reflect reality.

For example, if you feel anxious about an upcoming event, you might conclude, "This means something terrible will happen."

6. Labeling: This distortion refers to attaching negative labels to oneself or others based on actions or perceived shortcomings.

For instance, if you make a mistake at work, you might label yourself as "stupid" or "worthless."

7. Catastrophizing: This involves magnifying the importance or impact of a situation and imagining the worst possible outcome.

For example, if you receive a rejection letter from a job application, you might think, "My career is doomed. I'll never find another job."

8. Personalization: This distortion involves attributing an external event to oneself without sufficient evidence.

For instance, if a friend cancels plans, you might think, "They canceled because they don't like me."

Recognizing these distortions can help individuals challenge and reframe their thoughts to promote healthier thinking patterns and improve emotional well-being.

Keep A Thought Record

A thought record will help you become more aware of your negative thoughts (i.e., cognitive distortions).

Use the following chart to reframe your negative thoughts.

In the first column, write down a problematic thought you are having. Look at the descriptions of the cognitive distortions presented above and identify which might be at play within that thought. Next, reframe (i.e., change) the thought into a more rational thought.

Negative Thought	Type of cognitive distortion	Rational thought
e.g. "I'm worthless and nobody cares about me."	Personalization	"My worth as an individual is not solely determined by other people's opinions or actions. I have inherent value just by being a human being. It's possible that in this moment, I might be feeling down and interpreting others' behavior negatively."

--	--	--

Are Your Worries Realistic?

Anxiety can make it difficult to distinguish between what is possible and what is probable.

Probability is the likelihood an event will occur. While it is always possible that your fears may be warranted, but it may not always be probable.

Begin by thinking of something you worry about because you think it could have a terrible outcome. Then you will look at other possible outcomes. With each outcome, you will consider the likelihood (probability) that the outcome will happen —low, medium, or high— and why.

Example:

Worry: I am worried about a job interview.

Possible outcomes	Probability	Reason
I don't get hired.	Low	I have demonstrated abilities and positive feedback from previous employers.
I get hired but realize the job isn't suitable for me.	Medium	Mismatches can sometimes occur despite thorough research and preparation.
I get hired and enjoy the job.	High	Due to aligning interests, passion for the work, and positive impressions during the interview.

Worry: _____

Possible outcomes	Probability	Reason

Putting An End To Rumination

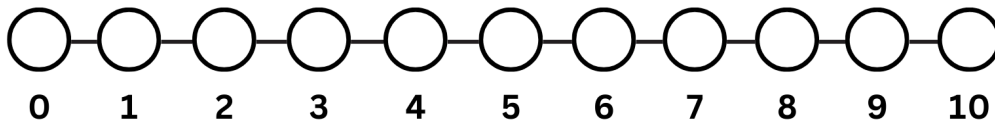
Rumination, or dwelling on negative thoughts or past events, can be distressing and interfere with our well-being.

Use the following exercise to observe and let go of ruminating. Set a timer for five minutes.

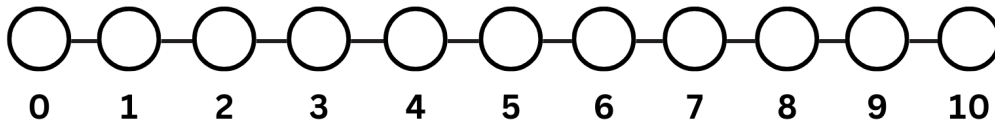
1. Find a quiet and comfortable place where you can sit and relax without distractions.
2. Take a few deep breaths to center yourself and bring your focus into the present moment.
3. Begin to observe your thoughts without judgment. Notice any negative or repetitive thoughts that come up, acknowledging their presence.
4. Now, imagine those thoughts as leaves floating down a stream or passing clouds in the sky. Visualize them drifting away from you, becoming smaller and eventually disappearing into the distance.
5. As you let go of each thought, intentionally redirect your attention to something positive or neutral in your immediate surroundings. It could be the sensation of your breath, the sound of birds outside, or even the feeling of your feet on the ground.
6. If the thoughts return, gently remind yourself that ruminating won't solve anything and bring your attention back to the present moment.
7. When the timer goes off, respond to the following prompts:

- What is a negative thought you had during the exercise?

- On a scale from 0 to 10, how skilled were you at observing this thought without engaging it?



- On a scale from 0 to 10, how helpful was it to do this exercise?



8. Engage in an activity that captures your focus and brings you joy or relaxation. It could be reading a book, listening to music, going for a walk, or engaging in a hobby.

Breaking the cycle of rumination takes practice. By consistently redirecting your attention to the present moment and engaging in fulfilling activities, you can train your mind to let go of rumination and cultivate a more positive and balanced mental state.

Relaxation during Breaks

1. The following is a list of activities you can try to relax during your work break. Check off the ones you want to try and add more to the list:

- ☐ Take a short walk outside.
- ☐ Practice deep breathing exercises.
- ☐ Listen to calming music or nature sounds.
- ☐ Stretch your muscles.
- ☐ Do a quick meditation session.
- ☐ Try a guided relaxation or visualization exercise.
- ☐ Read a book or a few pages of an article.
- ☐ Write in a gratitude journal.
- ☐ Solve a crossword or sudoku puzzle.
- ☐ Browse through inspiring or funny quotes online.
- ☐ Watch a short, lighthearted video clip.
- ☐ Organize your workspace for a few minutes.
- ☐ Enjoy a healthy snack or a cup of herbal tea.
- ☐ Do a quick self-massage on your neck, shoulders, or hands.
- ☐ Engage in a brief conversation with a coworker about non-work topics.
- ☐ Draw or doodle something creative.
- ☐ Plan and visualize a future vacation or enjoyable outing.
- ☐ Have a few minutes of quiet reflection or prayer.
- ☐ Call or text a friend or loved one for a brief chat.
- ☐ Look at photos of loved ones or favorite memories.
- ☐ Play with a stress-relieving desk toy or fidget spinner.
- ☐ Do a few quick exercises like jumping jacks or squats.

- ☐ Enjoy a healthy snack like nuts, berries, or a piece of dark chocolate.
- ☐ Write down a to-do list to help clear your mind.
- ☐ Take a power nap if permitted and it won't disrupt your workday.
- ☐ Write or recite positive affirmations.
- ☐ Write a short poem or story about something you enjoy.
- ☐ Sit by a window and enjoy some natural light while taking a few deep breaths.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2. Evaluate how helpful activities you tried to relax during breaks:

Day	Activity	Effectiveness
e.g. Monday	Deep breathing exercises	Rate: 4/5 It had a calming effect and helped me feel more energized.

Setting Realistic Goals

1. Identify your overarching goal (e.g. increasing productivity, building stronger relationships, cultivating work-life balance, etc.):

- What is the main objective you want to achieve at work?
- Be specific and concise in describing your goal.

2. Assess your current situation:

- Evaluate the resources, skills, and time available to you.
- Consider any potential obstacles or limitations that may affect your goal.

3. Break down your goal into smaller, manageable steps and prioritize them:

- Divide your goal into smaller milestones or tasks.
- Ensure each step is achievable within a reasonable timeframe.

4. Create an action plan:

- Outline the specific actions you need to take for each goal.
- Identify the resources, support, or skills you may need to acquire.

7. Review and adapt:

- Regularly assess your progress towards your goals.
- Adjust your action plan as needed based on new information or changing circumstances.

Assess Your Assertiveness Skill

This exercise will provide you with some feedback regarding your assertiveness skill. Read the following statements and rate each on a scale from 1 to 5 (1 being “needs improvement” and 5 being “excellent”).

Assertiveness Skill	Rate (1-5)
1. Ability to identify your own feelings, needs, and beliefs.	
2. Ability to express your thoughts or concerns using "I" statements to take ownership of your feelings and avoid sounding accusatory.	
3. Ability to use assertive body language (e.g. maintaining good eye contact, stand or sit up straight, and use open and non-threatening gestures).	
4. Ability to say no when you are unable or unwilling to take on additional responsibilities.	
5. Ability to establish and communicate personal boundaries (what you are comfortable with and what you are not willing to tolerate).	
6. Ability to handle conflicts in a constructive manner, addressing issues directly and openly while considering the needs and feelings of all parties involved.	
7. Ability to remain composed and maintain control over your emotions.	

Practicing Assertiveness

1. Identify a specific situation: Choose a recent or upcoming situation where you would like to be more assertive. It could be a conversation with a colleague or any other scenario where you want to express yourself more effectively.

2. Define your goals: Clarify what you hope to achieve by being assertive in this situation. Do you want to express your needs, set boundaries, or address a conflict? Write down your goals for the interaction.

3. Use "I" statements: When expressing yourself, use "I" statements to convey your thoughts and feelings. For example, say, "I feel..." or "I think..." rather than placing blame or making accusatory statements.

4. Role-play: Imagine yourself in the situation and act it out. Play both your own role and the other person's role. Practice expressing yourself assertively, using clear and direct communication. Focus on your body language, tone of voice, and choice of words.

5. Observe and evaluate: After the role-play, reflect on your performance. Ask yourself questions like: Did I communicate my needs clearly? Was my body language confident and composed? Did I maintain good eye contact? Take note of areas where you excelled and areas where you could improve.

6. Adjust and refine: Based on your observations, make adjustments to your assertiveness approach. Experiment with different ways of expressing yourself assertively. Consider seeking feedback from a trusted friend or practicing with a supportive partner.

Setting Clear Boundaries

1. Reflect on Your Current Boundaries: Take a moment to reflect on your current boundaries. Consider areas where you might be lacking clear boundaries or where you feel overwhelmed or stressed.

The following are some common examples where you may need to set boundaries:

- ☐ **Constant interruptions:** Colleagues or superiors frequently interrupting your work without considering the importance of focus and concentration.
- ☐ **Invasion of personal space:** Co-workers consistently invading your personal space without permission or disregarding physical boundaries.
- ☐ **Inappropriate touching:** Any form of physical contact that goes beyond professional norms, such as unwelcome hugs or touching.
- ☐ **Oversharing personal information:** Colleagues or superiors excessively sharing personal details or prying into your personal life.
- ☐ **Excessive monitoring:** Being consistently subjected to excessive surveillance or monitoring that goes beyond what is necessary for the job.
- ☐ **Unrealistic demands:** Being consistently asked to take on tasks or projects that exceed your capabilities or capacity, leading to constant stress and pressure.
- ☐ **Constant criticism:** Receiving persistent, unwarranted criticism from colleagues or superiors, which can be demoralizing and negatively impact self-esteem.

- ☐ **Bullying or harassment:** Any form of intimidation, belittlement, or mistreatment from colleagues or superiors that creates a hostile work environment.
- ☐ **Blurred personal-professional boundaries:** Co-workers or superiors expecting you to socialize outside of work or engage in personal favors that go beyond professional boundaries.
- ☐ **Constant availability:** Being expected to always be accessible and responsive, even during personal time or vacation, without regard for proper work-life balance.
- ☐ **Lack of breaks:** Consistently being denied regular breaks or lunchtime, leading to burnout and decreased productivity.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2. Identify Your Values and Priorities: Think about what matters most to you and what you want to prioritize:

- ☐ **Integrity:** Demonstrating honesty, ethical behavior, and consistency in actions and decisions.
- ☐ **Respect:** Treating colleagues, superiors, and subordinates with dignity, regardless of their position or background.
- ☐ **Collaboration:** Fostering a spirit of teamwork, cooperation, and open communication to achieve common goals.

- ☐ **Accountability:** Taking responsibility for one's actions, meeting deadlines, and delivering on commitments.
- ☐ **Adaptability:** Being flexible and receptive to change, and possessing a willingness to learn and grow.
- ☐ **Excellence:** Striving for high-quality work and continuously seeking improvement and innovation.
- ☐ **Diversity and inclusion:** Valuing and respecting individuals' diverse backgrounds, experiences, and perspectives.
- ☐ **Work-life balance:** Recognizing the importance of maintaining a healthy equilibrium between work and personal life.
- ☐ **Empathy:** Showing understanding and compassion towards others, fostering a supportive and inclusive environment.
- ☐ **Professionalism:** Conducting oneself with professionalism, maintaining appropriate boundaries, and adhering to industry standards.
- ☐ **Trustworthiness:** Building trust through consistent reliability, confidentiality, and fulfilling commitments.
- ☐ **Communication:** Having effective communication skills, both verbal and written, to foster clarity and understanding.
- ☐ **Creativity:** Encouraging and embracing new ideas, problem-solving, and thinking outside the box.
- ☐ **Fairness:** Ensuring equitable treatment, impartiality, and justice in decision-making processes.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3. Determine Your Boundary Needs: Based on your values and priorities, define your boundaries. Be specific and realistic about what is acceptable and what is not.

Example: to address overworking, you may say something like: “I wanted to discuss my workload and the importance of setting boundaries to ensure my well-being and productivity. I have noticed that I have been consistently working beyond my regular working hours, which has resulted in increased stress and fatigue. Let's collaborate on defining realistic deadlines and priorities for projects, allowing me to plan my workload more effectively.”

Saying No When Necessary

1. Identify situations in which you find it challenging to say no at work.

The following is a list of common examples:

- ☐ When a colleague asks you to take on additional tasks that exceed your current workload.
- ☐ When your supervisor requests that you work overtime or take on a project outside of your working hours.
- ☐ When a coworker asks you to cover their shift or take on their responsibilities.
- ☐ When a team member requests your help with a task that falls outside of your area of expertise.
- ☐ When a client or customer demands a service or deliverable that is beyond the agreed scope.
- ☐ When you are asked to attend multiple meetings that consume a significant portion of your time.
- ☐ When a team member asks for your input or feedback on a project, but you don't have the bandwidth to provide it.
- ☐ When a coworker asks if you can lend them money or personal items.
- ☐ When asked to attend social events or activities outside of work hours.
- ☐ When a peer asks for your assistance with a personal matter during work hours.
- ☐ When a superior asks you to engage in unethical practices or compromise your values.
- ☐ When pressured to participate in office politics or gossip that makes you uncomfortable.

☐ _____

☐ _____

2. Reflect on why it's important for you to establish boundaries and learn to say no in these situations.

3. Choose a potential scenario where you may need to say no at work.

- What specific request or demand is being made of you?

- How does this request align or conflict with your priorities and workload?

- What are the potential consequences of saying yes when you really want or need to say no?

- What are the potential benefits of saying no in this situation?

- How can you communicate your decision effectively and assertively?

- Are there any compromises or alternatives that you can suggest?

Example Scenario:

The request: A colleague asks you to take on an additional project when you are already overwhelmed with your current workload.

Alignment/conflict: This request conflicts with your current workload and may lead to increased stress and impact the quality of your work.

Consequences of saying yes: Overworking, potential burnout, decreased productivity, and the possibility of compromising the quality of your work.

Benefits of saying no: Maintaining a manageable workload, protecting your well-being, and ensuring high-quality work on existing projects.

Communication approach: Communicate your decision clearly and assertively, emphasizing your current workload and the need to prioritize existing responsibilities.

Compromises/alternatives: Delegating tasks or redistributing work among team members.

Workplace Bill Of Rights

- ☐ Right to a safe and healthy work environment.
- ☐ Right to receive fair wage for your work, in compliance with minimum wage laws and equal pay for equal work principles.
- ☐ Right to reasonable working hours, including breaks and rest periods, to maintain work-life balance and prevent burnout.
- ☐ Right to reasonable workload.
- ☐ Right to overtime compensation.
- ☐ Right to professional development, including opportunities to enhance your skills and knowledge through training and career development programs.
- ☐ Right to be protected from any form of harassment, including but not limited to sexual, racial, or verbal abuse.
- ☐ Right to be protected from discrimination based on race, color, religion, sex, national origin, age, disability, or other protected characteristics.
- ☐ Right to take maternity, paternity, or parental leave to care for and bond with their newborn or newly adopted child.
- ☐ Right to be terminated only for justifiable reasons and not due to discriminatory or retaliatory practices.

Connecting with Supportive Colleagues

1. Identify potential supportive colleagues. Think about individuals in your workplace who have shown kindness, empathy, or understanding.

5. Identify shared goals or projects within the workplace where collaboration is possible.

3. Identify common interests, hobbies, or activities outside of work that you share with your colleagues.

4. Determine how you would like to initiate contact with these supportive colleagues (e.g., conversation during lunch break, email, virtual meeting).

5. Consider what specific topics or experiences you would like to discuss or seek advice on. Prepare questions or talking points to help facilitate meaningful conversations.

Acts of Kindness

Acts of kindness can create a supportive and caring work environment, enhance teamwork, and contribute to overall well-being and job satisfaction. The following are some examples:

- ☐ 1. Compliment a colleague on their work or a specific accomplishment.
- ☐ Offer to help a coworker who may be overwhelmed or struggling with a task when you can.
- ☐ Bring in treats or snacks to share with your team.
- ☐ Express gratitude to a colleague for their support or assistance.
- ☐ Take the time to truly listen and show genuine interest in a coworker's ideas or concerns.
- ☐ Write a note of appreciation to a colleague and leave it on their desk.
- ☐ Share helpful resources or articles related to a project or topic your coworker is working on.
- ☐ Offer to mentor or provide guidance to a colleague who is new to the team or industry.
- ☐ Remember important dates, such as birthdays or work anniversaries, and celebrate them with small gestures like a card or cake.
- ☐ Offer to collaborate or share your expertise with a colleague who may benefit from it.
- ☐ Share positive feedback or recognition about a colleague's work with your supervisor or higher-ups.
- ☐ Invite a coworker to join you for lunch or a coffee break.

- ☐ Support a coworker's wellness by encouraging them to take regular breaks or offering healthy snack options.
- ☐ Share relevant articles or educational materials that could benefit a coworker's professional growth.
- ☐ Be punctual and respectful of your colleagues' time by being prepared for meetings and appointments.
- ☐ Celebrate personal milestones, such as weddings or the birth of a child, by expressing your joy and offering your support.
- ☐ Offer to carpool or assist with transportation if a coworker is facing difficulties.
- ☐ Help a coworker set up their workstation ergonomically for better comfort and productivity.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Positive Self-Talk

- ☐ "I am deserving of kindness and understanding, especially when faced with work-related challenges."
- ☐ "It's okay to take breaks and recharge to maintain my productivity and well-being."
- ☐ "I acknowledge my efforts and progress, even if it may not be immediately recognized by others."
- ☐ "I choose to focus on what I can control and let go of what is beyond my influence."
- ☐ "I don't have to be perfect; I am allowed to make mistakes and learn from them."
- ☐ "My worth as a person extends beyond my work performance."
- ☐ "I set realistic expectations and recognize that I cannot do everything at once."
- ☐ "It's important for me to celebrate both big and small accomplishments in my work."
- ☐ "I give myself permission to ask for help and support when I need it."
- ☐ "I acknowledge and embrace the learning opportunities that come with challenges."
- ☐ "I am resilient and capable of adapting to changes and setbacks in my work environment."
- ☐ "I choose to focus on my strengths and build upon them to enhance my work performance."
- ☐ "I understand that taking care of my well-being is essential for sustained success."

- ☐ "I am entitled to set healthy boundaries to maintain a healthy work-life balance."
- ☐ "I will not compare myself to others; my journey and progress are unique and valuable."
- ☐ "I practice self-compassion by offering myself words of encouragement and support during challenging times."
- ☐ "I value my skills and contributions to my workplace, knowing that they make a difference."
- ☐ "I allow myself to disconnect from work and engage in activities that bring me joy and relaxation."
- ☐ "I deserve recognition and praise for my hard work and achievements."
- ☐ "I am committed to continuously learning and growing in my work, knowing that improvement takes time."
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Evening Self-Care

1. The following is a list of self-care activities you can engage in after work to promote relaxation and well-being:

- ☐ Engage in a calming bedtime routine, such as taking a warm bath or shower.
- ☐ Practice deep breathing or meditation to help relax your mind and body.
- ☐ Enjoy a cup of herbal tea or a warm beverage of your choice.
- ☐ Spend some time journaling or writing down your thoughts and feelings.
- ☐ Read a book or listen to an audiobook that interests you.
- ☐ Try out a new hobby or engage in a creative activity like painting or knitting.
- ☐ Take a leisurely walk outside to enjoy fresh air and connect with nature.
- ☐ Engage in gentle stretching exercises or try some yoga poses.
- ☐ Listen to soothing music or create a playlist of your favorite relaxing tunes.
- ☐ Practice gratitude by writing down three things you are grateful for each day.
- ☐ Spend quality time with loved ones, whether it's having a conversation or playing games.
- ☐ Engage in a skincare routine and pamper yourself with a face mask or a DIY spa session.
- ☐ Write down your goals and aspirations, focusing on what you want to achieve.

- ☐ Watch a movie or TV show that makes you laugh or uplifts your mood.
- ☐ Practice aromatherapy by using essential oils or lighting scented candles.
- ☐ Tidy up your living space to create a clean and organized environment.
- ☐ Reflect on your day and identify any accomplishments or positive moments.
- ☐ Listen to a motivational podcast or audio that inspires and motivates you.
- ☐ Use a foam roller or engage in self-massage to release tension in your muscles.
- ☐ Explore mindfulness activities, such as coloring or adult coloring books.
- ☐ Engage in a light workout or gentle yoga session to release physical tension.
- ☐ Create a cozy and comfortable environment by dimming lights and using soft blankets and pillows.
- ☐ Practice self-reflection through journaling or writing about your thoughts and emotions.
- ☐ Spend time with a pet, engaging in play or simply cuddling and enjoying their company.
- ☐ Set intentions for the next day and visualize a positive and productive day ahead.
- ☐ _____
- ☐ _____
- ☐ _____

2. Evaluate how helpful activities you tried to relax after work:

Day	Activity	Effectiveness
e.g. Monday	Enjoying a cup of herbal tea	Rate: 4/5 It provided a comforting and soothing experience.

Unhealthy Habits to Avoid

Wellbeing at work isn't just about what you need to do, it's also about what you need to avoid doing:

- Neglecting breaks and working long hours without rest.
- Sitting for extended periods without taking regular movement breaks.
- Consuming excessive amounts of caffeine or energy drinks.
- Skipping meals or eating unhealthy fast food regularly.
- Engaging in emotional eating or stress eating.
- Working through illness instead of taking sick leave when necessary.
- Neglecting sleep and not getting enough quality rest.
- Procrastinating important tasks until the last minute.
- Excessively checking personal social media during work hours.
- Constantly multitasking and not focusing on one task at a time.
- Overworking and not delegating tasks to others.
- Lack of physical activity or exercise during lunch breaks or after work.
- Engaging in gossip or participating in workplace drama.
- Spending too much time on non-work-related internet browsing.
- Isolating oneself and not engaging in positive social interactions with coworkers.
- Not having a clear and organized workspace, leading to clutter and disarray.
- Over-reliance on unhealthy coping mechanisms such as smoking or excessive alcohol consumption.

2026 Clinical Alignment

DSM-5-TR (including Sept. 2025 update) · ICD-11 CDDR / 2026 MMS

Classification status

- DSM-5-TR: No diagnosis under this title · not a DSM-5-TR diagnosis
- ICD-11 CDDR: · not an ICD-11 mental disorder diagnosis
- This workbook is non-diagnostic. A title, checklist, or completed activity never establishes a diagnosis.

Pages requiring the updated interpretation

- The audit identified source pages 1, 2, 3, 4, 7, 9, 11, 12, 13, 17, 18, 19, 21, 24, 27, 29, 34, 40, 41, 44. The statements below supersede incompatible diagnostic, scoring, safety, or resource wording on those pages.

Diagnostic and differential limits

- Do not infer a disorder from worksheet endorsement. Assess duration, severity, distress or impairment, medical/substance causes, cultural context, and relevant differentials when symptoms warrant evaluation.

Document-specific corrections

- Do not individualize distress caused by harassment, discrimination, unsafe workload, retaliation, low control, or inadequate accommodation.
- Differentiate occupational stress from depression, anxiety, trauma, substance use, sleep disorder, mania, and medical illness.
- Revise assertiveness and boundary exercises to include power imbalance, documentation, union/HR/legal options, confidentiality limits, and retaliation planning.
- Qualify mindfulness, positive self-talk, kindness, and evening self-care as optional supports-not substitutes for organizational change.

Measures, scoring, and permissions

- Pages [4, 11, 18, 24, 27]: identify each measure and rights holder; verify intended population, reliability/validity, scoring and cutoffs, reproduction permission, and current license. If these are author-created items, label them informal, remove diagnostic cutoffs, and do not claim validation.

Intervention scope and contraindications

- Pages [2, 34]: require topic-qualified clinical review for consent, readiness, contraindications, escalation thresholds, and whether clinician-guided use is necessary.

Crisis and current resources

- WHO mental health at work guidance; jurisdiction-specific occupational safety, discrimination, union, and accommodation resources.

Authoritative references

- <https://www.psychiatry.org/psychiatrists/practice/dsm>
- <https://www.who.int/publications/i/item/9789240077263>
- <https://www.who.int/news-room/fact-sheets/detail/mental-health-at-work>
- <https://www.psychiatry.org/psychiatrists/practice/dsm/updates-to-dsm/updates-to-dsm-5-tr-criteria-text>
- <https://icd.who.int/browse/2026-01/mms/en>
- <https://988lifeline.org/>