



**GOOD
DAY AT
WORK**

POWERED BY
robertsoncooper

Wellbeing Snapshot

SAMPLE REPORT

18 June 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





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.

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Workplace Environment

Your current work environment is OK. But don't stop here, there are steps you can take to make your work environment support your wellbeing even more. Use the Workplace Environment section of this report to access your personal advice.

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Psychological Wellbeing

Your wellbeing is good right now. You are generally feeling well at the minute, keep it up! The Psychological Wellbeing section will give you some tips on improving your wellbeing even more.

58

Energy

Your energy levels are OK. But there is more that you can do to feel energised - use the Energy section of your report to find out more, taking note of your Personal Advice.

90

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.

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Physical Health

Be careful, your physical health looks like it needs your attention. The Physical Health section of this report will give some advice on what you can do to understand and improve your physical health.

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Mental Health

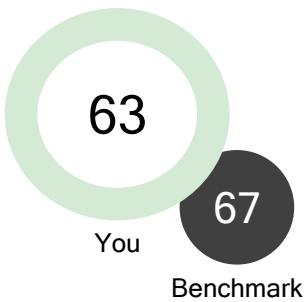
Caution - there is some room for improvement with your mental health. This means that you might be feeling stressed and not feeling like your normal self. Do not worry, with a few small changes you could see a real difference in your general mood.



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.

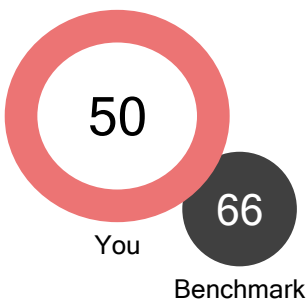
Having a motivating and challenging work environment is key for our wellbeing. We know that there are six factors which can create a healthy work environment, such as having a Balanced Workload or positive Work Relationships - we call these the 6 Essentials. We also know that, if not managed properly, 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 current work environment is OK. But don't stop here, there are steps you can take to make your work environment support your wellbeing even more. Read on for tips on how to improve your work environment even more.

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



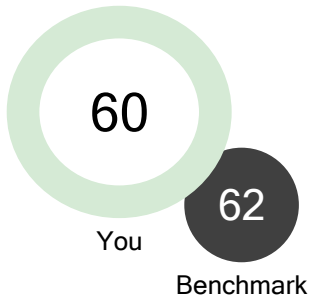
You are feeling concerned about a lack of resource or inadequate communication. This is likely to be impacting your ability to do your job effectively. Take some time to read through your personal advice which is designed to help you try and improve things.

Your personal advice



- Ask questions! If you feel that you don't have enough information to do your job, then try asking your colleagues or manager. They might not know this is how you are feeling.
- Identify your particular concerns. Once you've pinpointed your specific issues, you can start work on resolving them.

Control



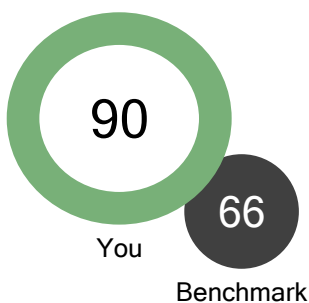
Your control levels at work are OK.
It looks like you are OK with the amount of control you have over how things are done at work.

Your personal advice



- Could you take on some more responsibilities? If you feel comfortable to do so, ask for more responsibilities or tasks in your role.
- Have a think about the current level of control you have in your job - do you think you would benefit from more control, or not? Our perceptions of control may change over time, or more specifically as our careers progress - so it may be key to understand your own perceptions of control and how they fit in with your goals?

Balanced Workload



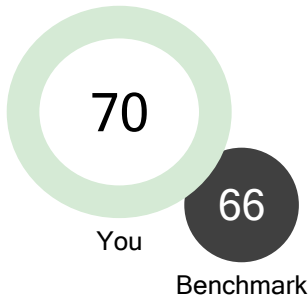
Great, you are managing your workload and work-life balance well!
You should be feeling challenged and motivated, whilst maintaining a healthy work-life balance. Keep it up as this is key to maintaining a high level of psychological wellbeing.

Your personal advice



- Continue doing the good things you are already doing. Audit your time, plan your week, create to-do-lists, chunk up your work and avoid multi-tasking.
- Make sure that you don't fall into your comfort zone, where work can get dull and boring. What else can you be doing to ensure your work stays interesting?

Job Security & Change



You are feeling OK about job security and change.

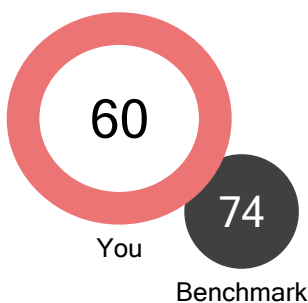
These are important things that we need in place in order to enjoy our jobs and have a good sense of wellbeing at work. Read your personal advice below to help you understand how you can stay on top of this.

Your personal advice



- Ensure you look ahead and try to anticipate any major changes that are just over the horizon - what strategies you could use to help deal with them?
- Keep developing your existing network. Situations can soon change, so by keep your network up-to-date not only maintains your profile for existing contacts, but ensures your building your contact base - which may come useful in the future!

Work Relationships



Your work relationships with others are poor.

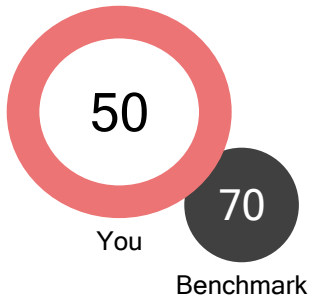
This is likely to be causing a strain on your health, wellbeing and performance. Take some time to read your personal advice below which will help you understand the steps you can take to improve this.

Your personal advice



- What is it that feels negative about your work relationships at the minute? Have a think of what you could do to create better work relationships. For example, if others are taking credit for things you have achieved, try to focus more on you by looking at your achievements personally. Use this energy to drive you to continually do the best you can (and beyond!).
- Spend time building your relationships - good work relationships don't just happen automatically. Spending time talking to your colleagues - whether work related or not - will help to build connection and trust.
- Be careful when and where you vent your frustrations. Everyone needs to do it every now again, but try to do it outside the office or away from your usual work station.

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



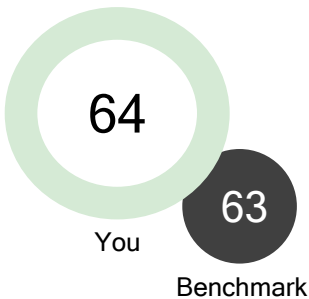
- Now is the time to act. Identify what it is about your Job Conditions which is causing you pressure, and speak to your line manager or HR team to try and work things out.
- There are a number of things which fall under Job Conditions, including overall job enjoyment, our physical work environment, safety and pay & benefits. Identify which of these you are concerned about and think about whether there is something that you can do right now to address your concerns.
- 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.

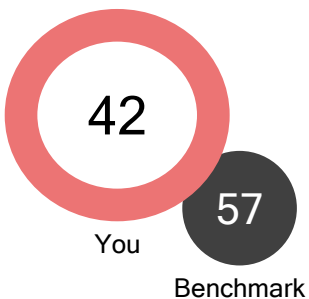


Your wellbeing is good right now.

This means that you are generally feeling well at work. Your personal advice in the rest of this section might give you some tips on what you could do to improve your wellbeing even more.

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 need to pay attention to your positive emotions.

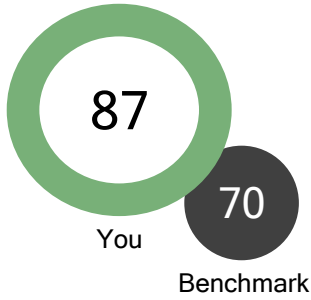
It's likely that you might be feeling a bit down as a consequence. There are some simple things you can do to improve this. Read your personal advice below to help you understand the steps you can take.

Your personal advice



- **Connect with others.** Using your social support network can provide you with the emotional support you need. By sharing positive experiences, it will help you build a sense of belonging and self-worth - and will be sure to help you build back up a positive mood. Remember you don't have to do this alone.
- **Focus on your strengths.** Far too much time is spent working on our own weaknesses. Try thinking about what you are great at, and try to use the strengths more often - you will notice the difference in how it makes you feel.
- **Make sure you are getting enough sunshine and daylight.** Our bodies need vitamin D for healthy bones and we get most of ours from exposure to sunlight, so make sure you are spending enough time outdoors each day.

Sense of Purpose



Great news, you have a high sense of purpose right now.

It's most likely that you are feeling engaged and motivated to do your job right now, and also suggests that you have a good balance of challenging but achievable and worthwhile job goals. Keep it up as these are key factors to sustaining high levels of wellbeing, work performance and resilience.

Your personal advice



- If you are clear on your own purpose at work right now, perhaps you could help other people? It might be that you could talk to other people in your team to make sure they are as clear on their purpose and goals as much as you are.
- Keep up the good work.
- Keep setting yourself new goals. You may feel that you have a really good sense of purpose right now, but it's key that you keep on building on your goals as it will help you stay engaged and motivated over time.

Energy

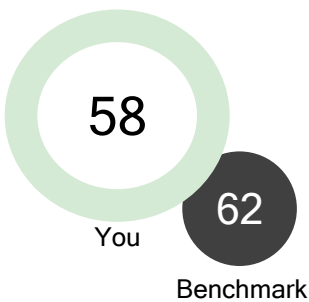


How we manage our own energy is key to our overall levels of health and wellbeing. We look at energy across four areas: sleep, exercise and moving, nutrition and emotional regulation.

“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 levels are OK.

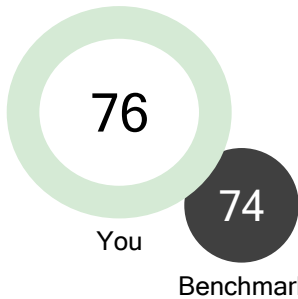
But there is more that you can do to feel energised. Think of your energy as a battery and your battery is around three quarters full - the rest of this energy section will give you tips on what you can do to top up your battery.

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 levels are OK right now.

Good quality sleep is associated with almost every aspect of human health and performance, including our memory, heart health, immune system, and cognitive ability. Even if you feel like you are getting enough high quality sleep, there may be more things that you can do. Your personal advice should give you some tips.

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

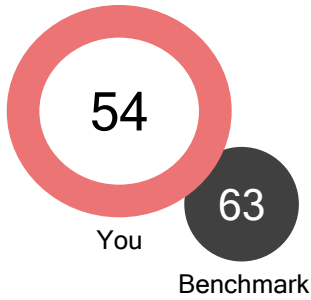


Guidelines

	More than 5 hours but less than 7 hours	Between 7 and 9 hours
Sleep quantity Average number of total hours sleep per 24-hr period		
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	Once or twice	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



- If you are cooking rice, add some frozen peas for the last few minutes of cooking.
- Plan some meals around a vegetable as the main ingredient - like a vegetable-based soup or stir-fry.
- If you drink them, swap soft drinks for water or sugar free alternatives wherever possible, and avoid soft drinks (other than water) between meals.
- Use a marked water bottle, so that you can see how much water you are drinking - sometimes they are marked with hours to help you try and reach the correct intake.

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

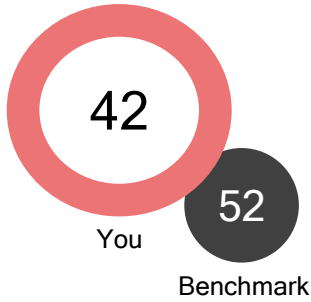


Your personal advice



- Check the sugar content on some of the foods that you eat regularly - some of them might surprise you.
- Foods which are considered "high in sugar" are ones which include more than 22.5g per 100g. Check the label of foods that you think may contain sugar.

Exercise & Movement



Caution - you are not exercising enough.

It can be tricky to get started with exercise, but we assure you - and research shows - that once you start, you will develop exercise routines that become part of your daily life. Read through the advice below to get started.

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

7,500-9,999

10,000+

Weekly exercise

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

Less than 60 minutes

61-150 minutes

Your personal advice



- Walking burns calories! Running a mile burns 112 calories, however walking a mile burns 88 calories.
- It sounds simple, but if you are able to take the stairs rather than the lift / elevator, it is a great alternative. This can encourage your body to store calories in muscle cells, rather than as body fat.
- Maintaining good exercise habits is all about finding ways to build exercise into your daily routine - is there anything else you can do in your daily routine to exercise and move even more?

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

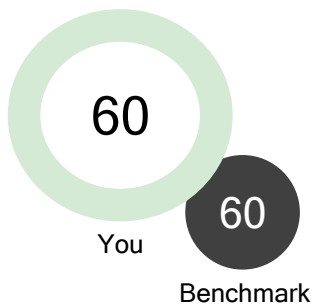


Your personal advice



- Could you integrate more movement into your daily life? This might include changing your commute to work (if you have one), parking further away from entrances (if you drive) or taking phone calls whilst stood up (rather than being sat down).
- Moving regularly is not only good exercise, it also helps with other areas of your energy - like building up an appetite, or getting exposure to sunlight - which can help improve sleep.
- How do you use your lunch break? Try going for a short walk, outdoors if possible. Getting exposure to sunlight helps our bodies in regulating our sleep patterns.
- If we do the same exercise time after time, our bodies adapt to this and we reach a plateau. This means that the exercise doesn't have the same effects on our physical fitness any more.
- Consider exercising with a partner, if you don't already do so. Learning about how other people exercise might give you some ideas on different ways you could exercise yourself - and you could share some of your workout routines with them too.
- Research shows that enjoyment is one of the main reasons that people persevere with exercise. To make sure you are getting enjoyment when you exercise, try to vary when and how you exercise. Try something new!

Emotional Management



Good work - you are managing your emotions at the minute. This means that you aren't wasting the energy that your body has on highly emotional events. There could be one or two small things that you could do as well as what you are currently doing though - read through your personal advice.

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



- Remember that you have the power to choose how you respond in every situation - it's only when you have accepted the Power of Choice that you can start to effectively manage your own emotions.
- 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.
- 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.

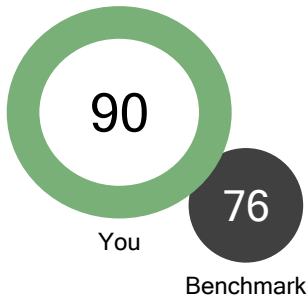


Resilience

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.

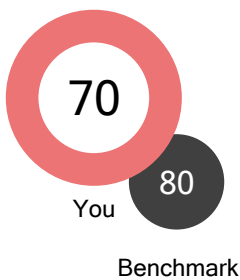


Great, you are feeling super resilient right now. Remember that resilience can be continuously developed though, and how resilient you feel might change over time. Make sure that you keep working on maintaining your resilience.

In more depth...

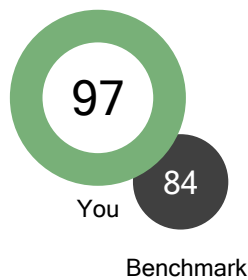
Confidence

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



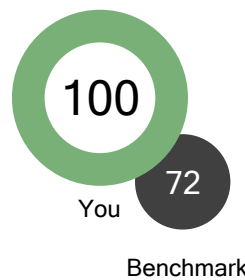
Adaptability

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



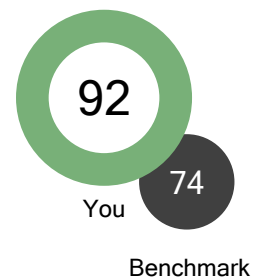
Purposefulness

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



- You're probably being harder on yourself than you should be. Challenge any negative assumptions you have about yourself (these may be quite deeply engrained, but it doesn't mean they are true).
- Have a real think about whether your job really plays to your strengths. Taking on a role that really doesn't fit your personality may be the reason you're not feeling confident.
- If you feel you are lacking assertiveness try role playing a difficult situation, and how you would react, with a close friend. This will allow you to practice giving assertive responses that you can then try in real life.

Adaptability tips



- Why not reach out to colleagues who might be struggling with change. Share your skills freely, it'll make you feel good too.
- Word of warning: Playing too much on your current high levels of adaptability may lead to you accepting some changes without questioning them sufficiently.

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.



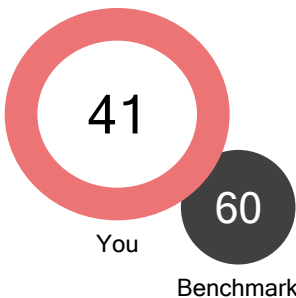
Physical and Mental Health

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



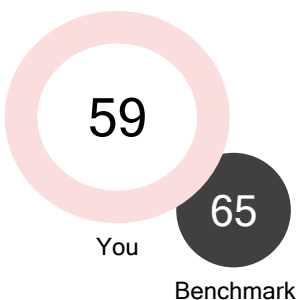
Be careful, your physical health looks like it needs your attention. You are frequently experiencing symptoms of poor health, and this could also be affecting your mental health too. Read your personal advice below to take some positive steps.

Your personal advice



- If you have not done so already, then please speak to your healthcare professional - you can take this report with you. They will be able to provide professional help on what you can do to improve your physical health.
- Exercise, exercise, exercise! The best way to improve your physical condition is through exercise.

Mental Health



Caution - there is some room for improvement with your mental health. This means that you might be feeling stressed and not feeling like your normal self. Do not worry, with a few small changes you could see a real difference in your general mood. Read through your personal advice to get some help.

Your personal advice



- Speak to someone - whether this is a colleague, friend or partner / family member, speaking to someone about your mental health is a very powerful strategy.
- Check your work-life balance. Whether you feel like you have a healthy balance between work and home is a big determinant of your mental health.
- Write or draw how you feel. Getting this on a page will let you see what is on your mind and give you a new sense of perspective.
- Increase your exercise. As well as being great for your physical condition, exercise is also a very good way of improving your mental condition. Exercise releases hormones in your brain which are considered to be "natural painkillers". Try it out, see if you feel better.