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**How To:  
Manage Your Mental Health**

**A guide to how we can manage  
our Mental Health at work and  
away from work**

## Foreword - Angela & Dave Carney (Directors of Carney Consultancy Ltd)

The Health, Safety and Welfare of our employees is a responsibility that we take very seriously here at Carney Consultancy Ltd. We are fully committed to improving the Health and Wellbeing our all our employees through the investment of occupational health and a range of other health incentives and campaigns. We strive to achieve a healthy, motivated workforce and to bring the benefits of better health to all staff and their families and the wider community.





[www.mind.org.uk](http://www.mind.org.uk)



[www.together-uk.org](http://www.together-uk.org)



[www.meantalhealth.org.uk](http://www.meantalhealth.org.uk)



[www.headstogether.org.uk](http://www.headstogether.org.uk)

## Table of Contents

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|                                      |    |
|--------------------------------------|----|
| Foreword - Ange and Dave Carney      | 2  |
| Table of Contents                    | 3  |
| What is Mental Wellbeing?            | 4  |
| What can affect my Mental Wellbeing? | 5  |
| Five ways to Wellbeing               | 6  |
| Mental Health Top Tips               | 7  |
| Mental Health Top Tips               | 8  |
| What is meant by Resilience?         | 9  |
| Various Charities                    | 10 |
| Product or service category          | 11 |

VARIOUS CHARITIES WHICH MAY BE OF USE

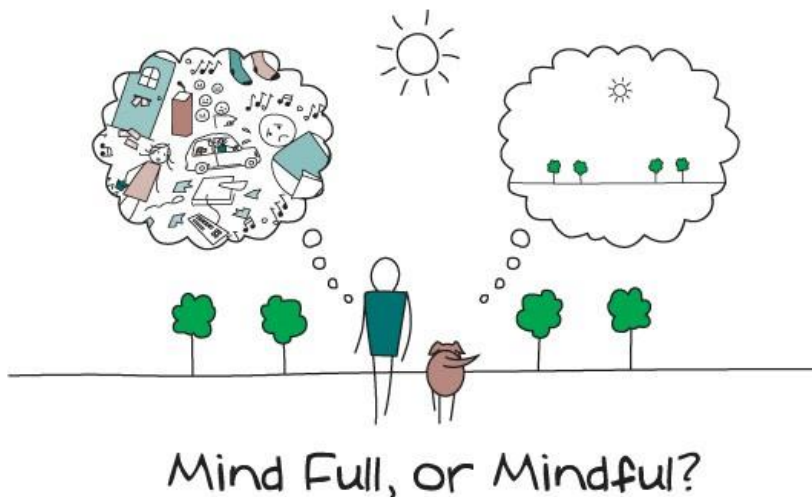
## What is Mental Wellbeing?

Mental wellbeing describes your mental state; how you are feeling and how well you can cope with day-to-day life. Our mental wellbeing can change from day to day, month to month or even year to year.

If you have good mental wellbeing (or good mental health), you are able to:

- Feel relatively confident in yourself
- Feel and express a range of emotions
- Build and maintain positive relationships with other people
- Live and work productively
- Cope with the stresses of daily life and manage in times of change and uncertainty

Mental Wellbeing is just as important as physical wellbeing, and maintaining both is an important part of staying fit and healthy.



## What is meant by Resilience?

Resilience is the ‘rubber ball’ factor: the ability to bounce back in the event of adversity. Put simply, resilience is the ability to cope with and rise to the inevitable challenges, problems and set-backs you meet in the course of your life, and come back stronger from them.

There are **FOUR** basic ingredients to resilience:

1. **Awareness** – noticing what is going on around you and inside your head;
2. **Thinking** – being able to interpret the events that are going on in a rational way;
3. **Reaching out** – how we call upon others to help us meet the challenges that we face, because resilience is also about knowing when to ask for help; and
4. **Fitness** – our mental and physical ability to cope with the challenges without becoming ill.

### 10 Ways to Become More Resilient

1. Find a Sense of Purpose in Your Life
2. Build Positive Beliefs in Your Abilities
3. Develop a Strong Social Network
4. Embrace Change
5. Be Optimistic
6. Nurture Yourself
7. Develop Your Problem-Solving Skills
8. Establish Goals
9. Take Action to Solve Problems
10. Keep Working on Your Skills

## 6. Ask for Help

None of us are superhuman. We all sometimes get tired or overwhelmed by how we feel or when things don't go to plan. If things are getting too much for you and you feel you can't cope, ask for help. Your family or friends may be able to offer practical help or a listening ear.

## 7. Take a Break

A change of scene or a change of pace is good for your mental health.

## 8. Do something which you enjoy

Enjoying yourself can help beat stress. Doing an activity you enjoy probably means you're good at it, and achieving something boosts your self-esteem. Concentrating on a hobby, like gardening or doing crosswords, can help you forget your worries for a while and can change your mood.

## 9. Accept who you are

Some of us make people laugh, some are good at math's, and others cook fantastic meals. Some of us share our lifestyle with the people who live close to us, others live very differently. We're all different. It's much healthier to accept that you're unique than to wish you were more like someone else. Be proud of who you are. Recognise and accept the things you may not be good at, but also focus on what you can do well

## 10. Care for Others

Caring for others is often an important part of keeping up relationships with people close to you. It can even bring you closer together. Why not share your skills more widely by volunteering for a local charity? Helping out can make us feel needed and valued, and that boosts our self-esteem. It also helps us to see the world from another angle. This can help to put our own problems in perspective

## What Can Affect My Mental Wellbeing?

**We all have had times when we have low mental wellbeing and may feel sad, stressed or find it difficult to cope.**

**Increasingly busy lifestyles mean that mental wellbeing can be affected by many different things, for example;**

- **Suffering some sort of loss or bereavement**
- **Having relationship or family problems**
- **Being worried about money**
- **Work related factors such as stress**
- **Experiencing loneliness**

**Sometimes, there is no clear reason why we experience a period of poor mental wellbeing.**

It is important to look after your mental wellbeing on a day to day basis and not just after experiencing big, traumatic events. Staying mentally well by building resilient can reduce your chances of mental health problems like depression, anxiety and stress (See Resilience on page 9).

**“At any one time one worker in six will be experiencing depression, anxiety, or problems relating to stress.”**

## Five Ways to Wellbeing

### 1. Connect

Building and maintaining constructive relationships with people is an important part of wellbeing. Spending time around positive and supportive people means you are more likely to have a better self-image, be more confident and feel able to face difficult times. In return, if you are caring and supportive to other people, you are more likely to get a positive response from them.

### 2. Be Active

Regular exercise can lift your mood and increase your energy levels. It doesn't have to be strenuous or sporty to be effective. Pick something you enjoy so you're more likely to stick with it.

### 3. Take Notice

Take time during your day to savour the moment. Whether it's pausing for a tea break or talking to a friend, be aware of the world around you and reflect on what you're feeling. It will help you appreciate what's going on around you.

### 4. Keep Learning

Setting challenges and learning new things can help improve your confidence and inject some fun into your day. Why not rediscover an old hobby, sign up to a course or take up an instrument? Learn a new skill to mix things up and engage with something exciting.

### 5. Give

Altruism is a wonderful way to look after your wellbeing. Individuals who report a greater interest in helping others are more likely to rate themselves as happy. Allow yourself time to recognise how your role gives something back to your community.

## Mental Health Top Tips!

### 1. Talk about your feelings

Talking about your feelings can help you stay in good mental health and deal with times when you feel troubled. Talking about your feelings isn't a sign of weakness; it's part of taking charge of your wellbeing and doing what you can to stay healthy. Talking can be a way to cope with a problem you've been carrying around in your head for a while. Feeling listened to can help you feel more supported. And it works both ways. If you open up, it might encourage others to do the same.

### 2. Keep Active

Regular exercise can boost your self-esteem and can help you concentrate, sleep, and look and feel better. Exercise keeps the brain and your other vital organs healthy, and is also a significant benefit towards improving your mental health.

### 3. Eat Well

What we eat may affect how we feel – for example, caffeine and sugar can have an immediate effect. But food can also have a long-lasting effect on your mental health. Your brain needs a mix of nutrients in order to stay healthy and function well, just like the other organs in your body. A diet that's good for your physical health is also good for your mental health.

### 4. Drink Sensibly

We often drink alcohol to change our mood. Some people drink to deal with fear or loneliness, but the effect is only temporary. When the drink wears off, you feel worse because of the way the alcohol has affected your brain and the rest of your body. Drinking is not a good way to manage difficult feelings. Apart from the damage that too much alcohol can do to your body, you would need more and more alcohol each time to feel the same.

### 5. Keep in Touch

Strong family ties and supportive friends can help you deal with the stresses of life. Friends and family can make you feel included and cared