

Re-Integration Worksheet: Improving the Work Environment

List the elements of your work environment that you would *like* to change.

1. _____
2. _____
3. _____
4. _____
5. _____

List the elements of your work environment that *you alone* have the *ability* to change.

1. _____
2. _____
3. _____
4. _____
5. _____

List some of the barriers that interfere with *your ability* to make changes in your work environment.

1. _____
2. _____
3. _____
4. _____
5. _____

List the elements of your work environment that as a **team** you have the **ability** to change.

1. _____
2. _____
3. _____
4. _____
5. _____

List some of the barriers that interfere with **the team's ability** to make changes in the work environment.

1. _____
2. _____
3. _____
4. _____
5. _____

List some of the resources you have available that could assist in making changes in the work environment. This could include people (CC, Chief, 1st Sergeant, supervisor, co-workers, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

The 5 W's – Planning to make a change

1. What (Identify the desired change): _____

2. Who (Participants needed): _____

3. When (Start/End dates): _____

4. Where (Location): _____

5. Why (Benefits for the work center): _____

How - List the steps that you and/or your team need to take to begin making the identified change in the work environment.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps to help ease the anxiety of transitioning back to work

From: <https://patient.info/news-and-features/how-to-deal-with-back-to-work-anxiety>

1. Speak with your boss
 - Think about the source of your worries (workload, commute, etc.)
 - Pace yourself to avoid getting overwhelmed
2. Prepare
 - Prepare lunches and dinners in advance
 - Make sure you've finished all your tasks before going away - so you aren't coming back to a pile of work.
 - Make to-do lists
 - Try to stick to a routine
3. Be realistic
 - Set realistic expectations of yourself and the week ahead
 - Separate tasks into smaller time periods - small bite-sized pieces
4. Try mindfulness
 - Back to work anxiety is all about projecting ahead and worrying about what may - or may not – happen
 - Mindfulness is being aware of your surroundings and can help you stay in the moment as well as improve your mental well-being
 - Practice deep breathing
 - Exercise or engage in other physical activity which releases brain chemicals such as endorphins, which help boost our mood.
5. Plan fun things
 - Being back at work does not mean you cannot still have fun
 - Go out with friends or colleagues after work or on weekends
 - Make time for yourself and take your breaks
 - Reach out to a work colleague and talk about your worries.
6. Write down the positives
 - Focus on the people or elements of your job that you enjoy
 - Write down what you enjoy doing at work - helping others, problem solving, dealing with projects or being part of a team
 - Work does not define you so think about other elements to your life, such as hobbies, family and other interests, and how they impact and enrich your life