

Staying Well Toolkit





Section 1: Checking in

Often, the first step in looking after your wellbeing is checking in, seeing how you're doing, how you're feeling. This Staying Well Toolkit has been designed to help you put a number on how you're feeling and then help you reflect on what's been going on for you and identify the things which may be making you feel better or worse than you have previously.

Below is the World Health Organisation-Five Wellbeing Index (WHO-5), a short questionnaire designed to help you assess your wellbeing. Please score each statement between 0 and 5 using the scale below, based on how you have been feeling over the last two weeks. Notice that higher numbers mean better wellbeing.

1. I have felt cheerful and in good spirits	
2. I have felt calm and relaxed	
3. I have felt active and vigorous	
4. I woke up feeling fresh and rested	
5. My daily life has been filled with things that interest me	

Scale: 0 – at no time, 1 – some of the time, 2 – less than half of the time, 3 – more than half of the time, 4 – most of the time, 5 – all of the time

To calculate your overall wellbeing score for the past two weeks, just add up your scores on each of the five questions to give you a wellbeing score between 0 and 25.

Scores closer to zero suggest worse wellbeing, while scores closer to 25 suggest better wellbeing.

You can make a note of your wellbeing score here:




Section 2: Reflecting

On these pages, we encourage you to reflect on your current wellbeing score and some of the things which may have led to it being better or worse than it has been previously. If this is your first time completing this measure, you can reflect on the things which have affected how you've been feeling over the past couple of weeks.

The following sections are based on a commonly used reflective exercise known as *What? So what? Now what?**. The purpose of this exercise is to help you think about things that have happened (*What?*), what you've learnt from these experiences or why they were particularly important to you (*So what?*), and how you might be able to use what you've learned in the future (*Now what?*).

*What? So what? Now what? (Driscoll, 1994)





Reflecting – What?

What has happened since you last completed the wellbeing measure which has contributed to you feeling better or worse?

Suggested prompts include:

- What was your experience?
- What happened? (focus purely on the facts)
- What did you particularly notice about these experiences?
- Was anyone else involved?

Describe the events here:



Reflecting – So what?

What was important about these experiences? What made them stand out as being particularly impactful for your wellbeing?

Suggested prompts include:

- How did you feel when this happened?
- Was the event part of a broader pattern of events?
- What might have led you to respond the way you did?
- What caused the event?

Describe the reasons here:



Reflecting – Now what?

What have you learnt from these experiences which might be useful in the future?

Suggested prompts include:

- What lessons can you take forward for a similar or other situations in the future?
- What might you do differently in a similar situation in the future?
- Is there anything you can do to prepare or resource yourself for a similar situation in the future?

Describe what you have learnt here:



Section 3: Understanding stress and burnout

We can all experience stress from time to time; it's the body's natural response to feeling threatened or under pressure. It's important to remember that stress is normal and usually short term.

We all experience stress differently and we all have different early warning signs which we can look out for and which tell us we're feeling stressed.

If we're under stress for a long time, we can experience burnout, a form of mental exhaustion. There are a number of signs you can look out for which might suggest that you are approaching burnout. The earlier you recognise these, the better.

On these pages, we present some common signs of burnout that you can look out for, as well as some things you can do at work and at home to tackle burnout.

Common signs of burnout

- Feeling exhausted
 - Being cynical – lacking interest in work, being negative or even callous
 - Feeling useless – having a sense of incompetence or ineffectiveness
 - Depression
 - Job dissatisfaction
 - Irritability
 - Lack of concentration
 - Sleep difficulties
 - Physical pain
- Managing burnout in work



Section 3: Understanding stress and burnout

Managing burnout in work

- Discuss how you're feeling with your manager
- Prioritise taking your breaks, to give yourself time and space to regroup
- Tap into your social support networks – supportive colleagues are one of the strongest protective factors against burnout
- Prioritise your work-life balance, it's not always easy, but it can make a huge difference
- Look out for training and development opportunities, these can help you feel more prepared for challenging situations and increase your confidence in your abilities

Managing burnout away from work

- Discuss how you're feeling with your GP
- Prioritise getting enough sleep – if you experience sleep difficulties, you can try Sleepio
- Engage in relaxing activities – if you experience anxiety or struggle to relax, you can try Daylight
- Try mindfulness exercise
- Tap into the social support networks you have with friends and family
- Exercise – even short amounts are proven to improve how you feel, both physically and mentally

©The National Wellbeing Hub, The Rivers Centre,
NHS Lothian 2025. All rights reserved

