



Mental Health Action Plan for Freelancers

What is this document?

Most mental health at work guidance is designed for employees, and doesn't consider the unique challenges we face when self-employed.

This action plan is designed to help you reflect upon and capture healthy ways of work, that work for you; and provide a quick checklist for when you're not feeling your best.

Built by Leapers, the award winning project supporting the mental health of freelancers.

For more resources, visit:
www.leapers.co

How to use this document?

Once you've completed the document, and then refer back to it at the end of every week, month and quarter to check-in with yourself.

Use it to help you establish and remember key habits and boundaries, or to find valuable information or actions when you're struggling.

Don't try to complete the document all at once - some questions might require you to do some extra work.



What I do (and don't)

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

What I do, and why:

Include a short statement on how you describe the work you do, and why you work this way. Describe the impact you have, not just your job title.

Consider including the reasons why you're working in self-employment, especially if this helps you to focus on the benefits.

What I don't, and why:

Include a few things that you no longer want to do, or ways of working which don't support you to work well, now you're no longer in employment.

You can use these as boundaries or simple reminders of how you work differently now.



Working Well

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

How I work well.

List a few of your healthy habits, boundaries and behaviours that support working well. Perhaps this is the hours you work, your environment, or how you find focus and balance.

My Daily Habits

What are one or two things you can do each day to support your wellbeing at work?

My Monthly Habits

What are one or two things you can do each week to support your wellbeing at work, and reflect upon what you've experienced recently?

My Rest Policy

What will you promise yourself in terms of rest, i.e. a minimum number of days a year, or the maximum number of days you'll work without a proper break.



Financial Awareness

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

My last personal budget

When did you complete your last personal budget. If longer than 9 months ago, consider renewing it.

Monthly Income Goal

Annual Income Goal

What are your monthly and annual income goals?

Emergency Fund Runway

How many days are you able to go without work?

Emergency Fund Plan

What is your plan for keeping an emergency fund topped up to cover time when you're not working?

My Ripcord

What is your plan if you need to leave self-employment, and what point will you need to make this decision?



Wins & Worries

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

What my wins look like

What does success mean to you? What is a good project, and what aligns with your goals?

What my worries look like

What things are weighing on your mind, that perhaps you've not yet resolved, or need to think about in the next few months?

What my influences look like

What things are you aware that have a positive or negative impact on your mental health at work?



Flags, Traps and Signs

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

Red Flags to remember

What things do I know when I see them, I should be mindful of how they might affect me and my wellbeing when working with others?

Red Traps to avoid

What behaviours or situations do I know I have a habit of falling into that negatively affect my wellbeing, so I can better spot them for myself?

Signs of Stress

What are the symptoms and signs of when I'm getting more stressed, so I'm more aware that I might be struggling, so I can keep an eye on myself?



Systems for Support

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

Feeling overwhelmed

What things can I do for myself when I'm feeling this way?
Who can I speak to, and where can I find support?

Feeling frustrated

What things can I do for myself when I'm feeling this way?
Who can I speak to, and where can I find support?

Feeling lost or low

What things can I do for myself when I'm feeling this way?
Who can I speak to, and where can I find support?

Feeling in crisis

What things can I do for myself when I'm feeling this way?
Who can I speak to, and where can I find support?



Daily Routine

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

What does a good structure for my day look like?
What things do I want to commit to doing every day where possible?



My dopamine menu

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

Regular Snacks

What things can I do regularly during the day to keep my energy levels high, and to keep my motivation flowing?

Little Treats

What little things can I do to reward myself when I've achieved something, or just need a healthy break or distraction?

Main Meals

What things work for me when I need a more substantial break from work, emotional reset or boost?



Regular Check-ins



Weekly Check-in

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

How was this week?

Any wins or worries?

What made me feel that way?

Who did I connect with this week?



Quarterly Check-in

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

How I'm doing

Financial Checkin

Wins

Worries

Trends I'm spotting

Things I want to work on



Future Check-in

Being clear on what, why and how you work helps you establish boundaries, work that's aligned to your goals, and keep your motivation high.

Where am I heading?

What new goals, directions or progress do I want to be heading towards?

What steps do I want to take to get there?

What practical actions will be required to reach that target, and by when do I need to complete them?

What protections am I putting in place?

What things am I doing to mitigate any unforeseen risks or change?



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