

Recognize

Examine

Acknowledge

Connect to

Help

Employee Self-Help Guide

Supporting your mental health
and well-being

Please contact
HRaccessibility@ontariotechu.ca if you
should require an alternate format.

Recognize warning signs



Mental Health Continuum Self-Assessment

Check the signs and indicators that really speak to how you experience stress and write any additional changes you might notice in 'my personal changes' section.

	HEALTHY	REACTING	INJURED	ILL
Changes in Mood	<input type="checkbox"/> Normal mood fluctuations <input type="checkbox"/> Calm <input type="checkbox"/> Confident	<input type="checkbox"/> Irritable <input type="checkbox"/> Impatient <input type="checkbox"/> Nervous <input type="checkbox"/> Sadness	<input type="checkbox"/> Angry <input type="checkbox"/> Anxious <input type="checkbox"/> Pervasive Sadness	<input type="checkbox"/> Easily enraged <input type="checkbox"/> Excessive anxiety/panic <input type="checkbox"/> Depressed mood, numb
Changes in Thinking and Attitude	<input type="checkbox"/> Good sense of humour <input type="checkbox"/> Takes things in stride <input type="checkbox"/> Ability to concentrate and focus on tasks	<input type="checkbox"/> Displaced sarcasm <input type="checkbox"/> Intrusive thoughts <input type="checkbox"/> Sometimes distracted or lost focus on tasks	<input type="checkbox"/> Negative attitude <input type="checkbox"/> Recurrent intrusive thoughts/images <input type="checkbox"/> Constantly distracted or cannot focus on tasks	<input type="checkbox"/> Non compliant <input type="checkbox"/> Suicidal thoughts/intent <input type="checkbox"/> Inability to concentrate, loss of memory or cognitive abilities
Changes in Behavior and Performance	<input type="checkbox"/> Physically and socially active <input type="checkbox"/> Performing well	<input type="checkbox"/> Decreased activity/socializing <input type="checkbox"/> Procrastination	<input type="checkbox"/> Avoidance <input type="checkbox"/> Tardiness <input type="checkbox"/> Decreased performance <input type="checkbox"/> Begins to pull away from family	<input type="checkbox"/> Withdrawal <input type="checkbox"/> Absenteeism <input type="checkbox"/> Can't perform duties/tasks <input type="checkbox"/> Is not mentally present at home
Physical Changes	<input type="checkbox"/> Normal sleep patterns <input type="checkbox"/> Good appetite <input type="checkbox"/> Feeling energetic <input type="checkbox"/> Maintaining a stable weight	<input type="checkbox"/> Trouble sleeping <input type="checkbox"/> Changes in eating <input type="checkbox"/> Some lack of energy <input type="checkbox"/> Some weight loss or gain	<input type="checkbox"/> Restless sleep <input type="checkbox"/> Loss of appetite <input type="checkbox"/> Some tiredness or fatigue <input type="checkbox"/> Fluctuations or changes in weight	<input type="checkbox"/> Cannot fall/stay asleep <input type="checkbox"/> No appetite <input type="checkbox"/> Constant lasting fatigue/exhaustion <input type="checkbox"/> Extreme weight loss or gain
Changes in Addictive Behaviours	<input type="checkbox"/> Limited alcohol consumption, no binge drinking <input type="checkbox"/> Limited/no addictive behaviours <input type="checkbox"/> No trouble/impact (social, economic, legal, financial) due to substance use	<input type="checkbox"/> Regular to frequent alcohol consumption, limited binge drinking <input type="checkbox"/> Some regular to addictive behaviours <input type="checkbox"/> Limited to some trouble/impact due to substance use	<input type="checkbox"/> Frequent alcohol consumption, binge drinking <input type="checkbox"/> Struggle to control addictive behaviours <input type="checkbox"/> Struggle to control addictive behaviours	<input type="checkbox"/> Regular to frequent binge drinking <input type="checkbox"/> Addiction <input type="checkbox"/> Significant trouble/impact due to substance use
My Personal Changes	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>



Examine & Acknowledge your results

1. Examine/Review your self-assessment

What column: Healthy (Green), Reacting (Yellow), Injured (Orange), or Ill (Red), did you notice most of your signs and indicators?

2. Reflect on your results

- a. Healthy (Green): Am I doing ok?
- b. Reacting (Yellow): What has changed?
- c. Injured (Orange): How long have I been feeling this way?
- d. Ill (Red): I need to access help. [Access the How to Get Help webpage.](#)

3. Acknowledge and practice self-compassion

- a. Acknowledge that what you are going through and the feelings you are experiencing are valid.
- b. Use mindfulness to recognize negative thoughts and emotions, observing them in a non-judgmental way.
- c. Be kind to yourself by using positive self-talk as opposed to being self-critical.

4. Determine next steps

- a. Healthy (Green):
 - i. Embed health practices into your daily routines. Talk the Wellness Wheel Self-Assessment and then develop your own self-care action plan. Engage in education and skill building activities. Visit the [Engaging our People: Education and Health Practices webpage](#) to learn more.
- b. Reacting (Yellow):
 - i. Focus on the basics: good sleep, eating well, and being physically active.
 - ii. Seek support from others: friends, family members, colleagues.
- c. Injured (Orange):
 - i. Seek professional support, such as accessing the [Employee Assistance Program](#). Free, confidential support is available 24/7: 1.844.671.3327
- d. Ill (Red):
 - i. Access help now via the *Connect to Help* section below.

Tip: At any point along the mental health continuum, you can benefit from accessing [well-being resources](#).

Connect To Help

HIGH Immediate response is required

MEDIUM Immediate crisis response & support to connect with a counsellor

LOW Access resources to support your well-being

Available 24/7	Available 24/7	Available 24/7
<p>On Campus Call Security 905.721.3211 or ext. 2400</p> <p>Off Campus Call 911</p>	<p>TELUS Health: Employee Assistance Program (EAP) Call 1.844.671.3327 (Formerly LifeWorks)</p> <p>Free, confidential support for employees and their dependents</p>	<p>TELUS Health: Employee Assistance Program (EAP) Call 1.844.671.3327 (Formerly LifeWorks)</p> <p>TELUS Health is <u>more than counselling services</u>, supporting multiple dimensions of wellness through financial, legal, and nutrition consultation, LIFT fitness videos, and much more!</p>

For more information about mental health and well-being resources visit the hr.ontariotechu.ca/wellness-at-work

List of 24/7 Community Distress Resources

Community Distress Resources	Phone Number
Distress Centre Durham	905.430.2522 and 1.800.452.0688
Durham Mental Health Services: Crisis Access Linkage Line	905.666.0483 and 1.800.742.1890
Ontario Shores Crisis Line	1.800.263.2679
Toronto Distress Centre	416.408.4357

Campus Connected



Staff and faculty can attend a Campus Connected orientation session for more information on how to engage with students.

Campus Connected is a movement that connects the people on our campus. Members of this movement affirm their ability to engage with others with an attitude of caring and kindness, as well as listen with empathy and without judgment.

Visit hr.ontariotechu.ca/wellness-at-work/events-initiatives to register today!