

**MENTAL HEALTH
AWARENESS
WEEK 2020**

ACTIVITY PACK FOR WORKPLACES



time to change

let's end mental health discrimination

MENTAL HEALTH AWARENESS WEEK 2020 WILL TAKE PLACE FROM MONDAY 18 MAY TO SUNDAY 24 MAY

WHAT IS MENTAL HEALTH AWARENESS WEEK?

Mental Health Awareness Week is the UK's national week to raise awareness of mental health and mental health problems and inspire action to promote the message of good mental health for all. This year's theme is 'sleep.'

This makes the week beginning the 18 May, the perfect opportunity to set out the importance of mental health to your organisation with your staff and to underpin this commitment with a range of activities to support learning on the subject.

WHAT TIME TO CHANGE ACTIVITIES CAN YOU DELIVER?

Since Time to Change launched the Employer Pledge, a commitment to raising awareness of mental health and equipping managers to have conversations about mental health, training and education have been fundamental pillars to creating cultural change and addressing mental health stigma in the workplace.

This Mental Health Awareness Week, we encourage you all to consider how you can raise understanding of the intersection between sleep and mental health in your workplaces.

This pack is full of activities that you can look to deliver, alongside resources and events your employees can get involved with - helping to support your commitment to addressing mental health stigma!

**TOGETHER WE CAN CHANGE
HOW WE ALL THINK AND ACT
ABOUT MENTAL HEALTH.**

CORONAVIRUS

It's fair to say, we're in an unprecedented situation. The coronavirus pandemic isn't just a physical health issue, but a mental health issue as well.

This year's Mental Health Awareness Week theme is sleep. IES' **Working at Home Wellbeing Survey Interim Findings Report**, published on 7 April 2020 and launched in response to COVID-19, has found 64% of respondents have lost sleep from worry, 40% are not waking up feeling fresh and rested and 60% are experiencing fatigue in addition to a range of musculoskeletal complaints, physical and emotional health concerns that might impact our sleep and mental health.

Many of the activities within this pack can be undertaken individually or as part of a group and on work social media platforms such as Whatsapp groups, Microsoft Teams, Yammer, Slack and Zoom. Whilst there are many important and sensitive issues to address and updates to provide to staff at this time, we would continue to encourage organisations to consider how some of these activities might still be deployed across your business or specific team, providing staff an avenue to educate themselves on the topic and begin a conversation around how the current situation might be impacting them, their sleep and their mental health.

Should you be looking for general information on wellbeing and the coronavirus you can find out more by visiting **Mind's information page**.

For workplace specific information on wellbeing and the coronavirus we suggest visiting the **Mental Health at Work website** where you'll find a toolkit of curated content from across the sector from the likes of Mind, MHFA England and the City Mental Health Alliance in one place.

USING THIS ACTIVITY PACK



We have created and compiled a variety of activities with guidance that you can deliver throughout Mental Health Awareness Week.

Whether you're looking for face-to-face activities, an activity that can be done online, or a combination of both, there is an activity to suit your need. See below for the contents of this Activity Pack.

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SLEEP AND MENTAL HEALTH

THERE'S A CLOSE RELATIONSHIP BETWEEN SLEEP AND MENTAL HEALTH. LIVING WITH A MENTAL HEALTH PROBLEM CAN AFFECT HOW WELL YOU SLEEP, AND POOR SLEEP CAN HAVE A NEGATIVE IMPACT ON YOUR MENTAL HEALTH.

- **Anxiety** can cause thoughts to race through your mind, making it difficult to sleep.
- **Depression** and **Seasonal Affective Disorder (SAD)** can lead to oversleeping - either sleeping late in the morning or sleeping a lot during the day. If you experience difficult or troubling thoughts as part of depression, this can also cause insomnia.
- **Post-traumatic stress disorder (PTSD)** can cause nightmares and night terrors, disturbing your sleep. This can mean you feel anxious about falling asleep, which could lead to insomnia.
- **Paranoia** and **Psychosis** may make it difficult for you to sleep. You may hear voices or see things that you find frightening, or experience disturbing thoughts, which make it hard to fall asleep.
- **Mania** often causes feelings of energy and elation, so you might not feel tired or want to sleep. Racing thoughts caused by mania can make it hard to fall asleep and may cause insomnia.

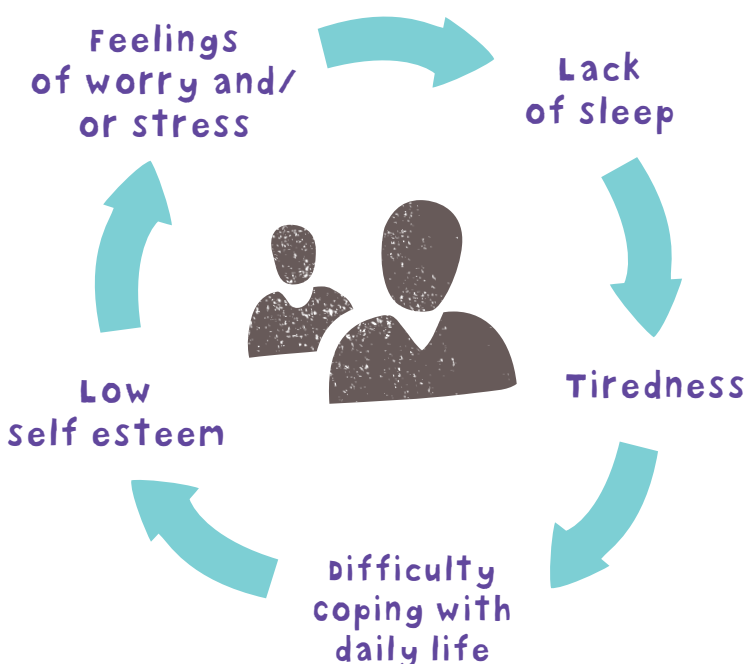
SLEEP PROBLEMS AFFECT MORE THAN 50% OF ADULT PATIENTS WITH GENERALISED ANXIETY DISORDER AND ARE COMMON IN THOSE WITH POST-TRAUMATIC STRESS DISORDER (PTSD).

Insomnia and other sleep problems have also been shown to increase the risk of developing depression.

A longitudinal study of 1,000 adults aged 21 to 30 in a Michigan health maintenance organisation found that, compared with normal sleepers, those who reported a history of insomnia were 4 times as likely to develop major depression by the time of the second interview 3 years later.

Studies report that 69% to 99% of patients experience insomnia or report less sleep during a manic episode of bipolar disorder. However, in bipolar depression 23% to 78% of patients sleep excessively (hypersomnia).

STUDIES ESTIMATE THAT BETWEEN 65% AND 90% OF ADULT PATIENTS WITH MAJOR DEPRESSION EXPERIENCE SOME KIND OF SLEEP PROBLEM



TYPES OF SLEEP DISORDER



Parasomnias (including Insomnia)	<p>Parasomnias are a category of sleep disorders that involve abnormal movements, behaviours, emotions, perceptions, and dreams that occur while falling asleep, sleeping, between sleep stages, or during arousal from sleep.</p>
Snoring	<p>Snoring is the hoarse or harsh sound that occurs when air flows past relaxed tissues in your throat, causing the tissues to vibrate as you breathe. Nearly everyone snores now and then, but for some people it can be a chronic problem. Sometimes it may also indicate a serious health condition. In addition, snoring can be a nuisance to your partner.</p>
Obstructive Sleep Apnoea (OSA)	<p>Sleep Apnoea is when your breathing stops and starts while you sleep. The most common form is called Obstructive Sleep Apnoea (OSA). Main symptoms of sleep apnoea are:</p> <ul style="list-style-type: none">■ When breathing stops and starts during sleep■ When making gasping, snorting or choking noises during sleep■ Feeling very tired during the day. <p>Sleep apnoea can be serious if it's not diagnosed and treated.</p>
Restless Leg Syndrome	<p>Restless Leg Syndrome, also known as Willis-Ekbom disease, is a common condition of the nervous system that causes an overwhelming irresistible urge to move the legs. Some neurologists (specialists in treating conditions that affect the nervous system) believe the symptoms of restless legs syndrome may have something to do with how the body handles a chemical called dopamine.</p>
Narcolepsy	<p>Narcolepsy is a rare long-term brain condition that causes a person to suddenly fall asleep at inappropriate times. The brain is unable to regulate sleeping and waking patterns normally, which can result in:</p> <ul style="list-style-type: none">■ excessive daytime sleepiness - feeling very drowsy throughout the day and finding it difficult to concentrate and stay awake■ sleep attacks - falling asleep suddenly and without warning■ cataplexy - temporary loss of muscle control resulting in weakness and possible collapse, often in response to emotions such as laughter and anger■ sleep paralysis - a temporary inability to move or speak when waking up or falling asleep■ excessive dreaming and waking in the night - dreams often come as you fall asleep (hypnagogic hallucinations) or just before or during waking (hypnopompic hallucinations) <p>Narcolepsy does not cause serious or long-term physical health problems, but it can have a significant impact on daily life and be difficult to cope with emotionally.</p>

<p>Bruxism (Teeth Grinding)</p>	<p>Teeth grinding and jaw clenching (also called bruxism) is often related to stress or anxiety. It does not always cause symptoms, but some people get facial pain and headaches, and it can wear down your teeth over time. Most people who grind their teeth and clench their jaw are not aware they're doing it. It often happens during sleep, or while concentrating or under stress.</p>
<p>Sleep walking</p>	<p>Sleepwalking is when someone walks or carries out complex activities while not fully awake. It usually occurs during a period of deep sleep. This peaks during the early part of the night, so sleepwalking tends to occur in the first few hours after falling asleep.</p> <p>The exact cause of sleepwalking is unknown, but it seems to run in families. You're more likely to sleepwalk if other members of your close family have or have had sleepwalking behaviours or night terrors.</p> <p>The following things can trigger sleepwalking or make it worse:</p> <ul style="list-style-type: none"> ■ not getting enough sleep ■ stress and anxiety ■ infection with a fever, especially in children ■ drinking too much alcohol ■ taking recreational drugs ■ certain types of medication, such as some sedatives ■ being startled by a sudden noise or touch, causing abrupt waking from deep sleep ■ waking up suddenly from deep sleep because you need to go to the toilet.
<p>Nightmares and Night Terrors</p>	<p>Night terrors in adults, formally known as "pavor nocturnus", are a type of parasomnia sleep disorder that is distinguished by extreme fear and the impaired ability to return to full consciousness.</p> <p>An individual suffering from a night terror will wake up suddenly, usually sweating, gasping for air or screaming. It can be very difficult to rouse someone experiencing an episode of such a disorder, and often they will return back to normal sleep patterns without ever fully awakening.</p> <p>Since night terrors do not typically appear during rapid eye movement (REM) sleep, a person afflicted with such a disturbance usually cannot recall the attack.</p>
<p>Rapid Eye Movement (REM) Behaviour disorders (RBD)</p>	<p>During the REM phase of sleep, the muscles in the body usually enter a state of temporary paralysis.</p> <p>In a person with RBD, this paralysis is incomplete or even completely absent, so the person "acts out" their dreams, sometimes in dramatic or violent ways.</p>

STIGMA

THE OVERWHELMING MAJORITY OF PEOPLE WITH MENTAL HEALTH PROBLEMS REPORT BEING MISUNDERSTOOD BY FAMILY MEMBERS, SHUNNED AND IGNORED BY FRIENDS, WORK COLLEAGUES AND HEALTH PROFESSIONALS, CALLED NAMES AND MUCH WORSE BY NEIGHBOURS.

Stigma is the perception that a certain attribute makes a person unacceptably different from others, leading to prejudice and discrimination against them.

Mental health stigma and discrimination prevent people from seeking help: this can delay treatment and impair recovery. It isolates people, excluding them from day-to-day activities and making it hard to build new relationships or sustain current ones. It can stop people getting or keeping jobs.

WHY IS IT KEY THAT WE BRING CONVERSATIONS ABOUT MENTAL HEALTH INTO THE WORKPLACE?

- **9 out of 10 people** who experience mental health problems say they face stigma and discrimination as a result.
- **60% of people** said that stigma and discrimination are as damaging or more damaging than the symptoms of their mental health problem.
- **35% of respondents** said that stigma had made them give up on their ambitions, hopes and dreams for their life.
- **27%** said stigma had made them want to give up on life.

Figures come from viewpoint survey 2014/15 (Institute of Psychiatry). Survey of 1,000 people using secondary mental health services in five locations in England.

WHY DO EMPLOYEES FEEL THAT THEY CAN'T TALK ABOUT THEIR OWN MENTAL HEALTH AT WORK?

Stigma around mental health remains a key issue in the UK.

- In a survey of UK adults, **56%** said they would not hire someone with depression even if they were the best candidate for the job.
- It is perhaps not surprising, therefore, that **less than half of employees** say they would feel able to talk openly with their line manager if they were suffering from stress and why only **11% of employees** have discussed a recent mental health problem with their line manager.
- A **quarter of people** have considered resigning due to stress.
- **35% of people** think they would be less likely to get promoted if they had depression.

Employees might be worried that they might not be trusted with work if they were to disclose a mental health issue, or that they might be passed over for promotion. Employee might be apprehensive that colleagues or managers won't believe the extent of the issue and think they are 'taking the mick' or being lazy.

With the average British person spending just over 1800 hours a year in work, an environment where a great number of people feel uncomfortable talking to their employer or colleagues about their mental health prevents those staff from truly being themselves, open and honest for over 35% of their waking hours each and every year.

STIGMA AROUND SLEEP

“WHILST STIGMA AROUND MENTAL HEALTH CAN PREVENT PEOPLE FROM SEEKING HELP, IT CAN ALSO COMPLICATE HOW PEOPLE SEEK HELP AND MANAGE CHRONIC OR OTHERWISE SLEEP DISORDERS, RENDERING THE IMPACT OF A SLEEP DISORDER “UNACCEPTABLE.” Dement and Vaughn (1999)

In the developed world sleep is strongly associated with weakness, even shame. Stigma is often thinly veiled behind common colloquiums such as “don’t get caught napping”, “if you snooze you lose” or even “time is money”. Within the workplace, especially in jobs that are high pressured and constant, light and dark are no longer managers of sleep schedules replaced by our often-unrelenting work schedules.

In addition to the stigma around sleep, many of us practice sleep reducing habits as part of required modern living. Consistently limiting sleep can make us more vulnerable to sleep disorders which can have a detrimental impact on both our physical and mental health.

Sleep is an essential and involuntary process, without which we cannot function effectively. It is as important to our bodies as eating, drinking and breathing, and is vital for maintaining good mental and physical health. Sleeping helps to repair and restore our brains, not just our bodies. During sleep we can process information, consolidate memories, and undergo a number of maintenance processes that help us to function during the daytime.

Yet, whilst awareness of the importance of good exercise and nutrition has increased over the years, there remains a perception in society that quality sleep is expendable. Indeed, it is even widely accepted as part of the role for many caregivers, parents and night shift workers.

People struggling with chronic sleep disorders might find themselves feeling stigmatised because they struggle to fulfil role expectations, struggle with the impact this has on their health overall (including mental health) and find themselves unable to seek support. This can result in what’s known as presenteeism - that is people attending work whilst and despite being ill and therefore not performing at full ability.



To learn more about Sleep and Mental Health - why not visit Mental Health Foundation's [website](#).

The Sleep Council offer a menu of support and information around all things sleep and wellbeing, visit their [website](#) to find out more.

PRESENTEEISM

“ Regarding decreased productivity at work (i.e. presenteeism) due to sleep problems, several studies have assessed these effects in varying ways. For example, Kessler and colleagues (2011) examined data from the American Insomnia Survey and found that poor sleep quality was significantly associated with lost work performance due to presenteeism.

Swanson and colleagues (2011) found that self-reported symptoms of insomnia, sleep apnoea, restless legs syndrome, and other sleep disorders were consistently associated with presenteeism. McKibben and colleagues (2010) found that sleep disturbances were associated with a 3-fold risk of impaired work performance and a 5-fold risk of limited day-to-day function among employees of the Florida Department of Health.

In a landmark study, Rosekind and colleagues examined data from several US companies and found that for a typical good sleeper, the cost of decreased productivity due to insufficient sleep per year (based on salary) was \$1,293 per employee. This was increased to \$2,319 among those at risk for insufficient sleep, \$2,796 for those with insufficient sleep, and \$3,156 for those with insomnia. ”

Full article can be found [here](#).

“We have stigmatised sleep with the label of laziness. We want to seem busy, and one way we express that is by proclaiming how little sleep we’re getting. It’s a badge of honour. When I give lectures, people will wait behind until there is no one around and then tell me quietly: ‘I seem to be one of those people who need eight or nine hours’ sleep.’ It’s embarrassing to say it in public. They would rather wait 45 minutes for the confessional.

They’re convinced that they’re abnormal, and why wouldn’t they be? We chastise people for sleeping what are, after all, only sufficient amounts. We think of them as slothful. No one would look at an infant baby asleep, and say ‘What a lazy baby!’

We know sleeping is non-negotiable for a baby. But that notion is quickly abandoned [as we grow up]. Humans are the only species that deliberately deprive themselves of sleep for no apparent reason.

In case you’re wondering, the number of people who can survive on five hours of sleep or less without any impairment, expressed as a percent of the population and rounded to a whole number, is zero.”

Mathew Walker, author of *Why We Sleep*

SLEEP AND WORK

200 THOUSAND WORKING DAYS ARE LOST IN THE UK EACH YEAR DUE TO INSUFFICIENT SLEEP - A COST TO THE UK ECONOMY OF OVER £30 BILLION EVERY YEAR.

Certain occupations are particularly at risk of impacted sleep, including hospital night workers, emergency services, police and 24/7 call centres, but it doesn't just affect shift workers.

Stress at work is a significant cause of poor sleep. In a 2014 survey conducted by Mind into workplace stress, 56% of respondents said they found work very or fairly stressful and 53% agreed that it affected their sleep.

In times of stress, many people also report to turning to unhealthy coping strategies. Nearly one in five had smoked cigarettes and over half (55%) had drunk alcohol after work, which can in turn impact the quality of a person's sleep.

THE WORLD HEALTH ORGANISATION ESTIMATES THAT TWO THIRDS OF ADULTS IN DEVELOPED COUNTRIES GLOBALLY DO NOT GET THE RECOMMENDED SEVEN TO NINE HOURS OF SLEEP EACH NIGHT.

Organisations are becoming increasingly aware of the impact of sleep deprivation on the health and wellbeing of employees and the implications for creativity, good decision making, safety, productivity and competitiveness.

Evidence shows poor sleep leads to poor interpersonal interactions and dynamics, poor customer service, mistakes and accidents.

Managers and colleagues might notice:

- A deep tiredness and sleepiness
- A withdrawal from colleagues, disengaged and reduced communication
- Deterioration in performance
- Poor concentration, increased procrastination and fidgeting, more prone to distraction
- Lapses in memory
- Increased irritability and poor mood
- Inability to make decisions or adjustments
- Increased consumption of coffee, energy drinks and other caffeinated beverages
- Increased sickness and sickness absence
- Uncharacteristic, inappropriate behaviour

Where line managers notice these signs, they should look to engage in a conversation with their line reports to understand what is causing their sleep deprivation to be able to take steps to address the problem, including recognising when changes to work can help remove some causes of sleep deprivation.

Common causes of workplace stress that might be contributing factors include: Excessive workload (cited by 52% of the 2014 Mind survey's respondents), frustration with poor management (54%), insufficient support from managers (47%), threat of redundancy (27%) and unrealistic targets (45%).

To learn more about the actions you can take as an employer to support employees to stay well, and to begin a conversation around sleep with employees, see [Business in the Community's Sleep and Recovery Toolkit for Employers](#).

ACTIVITIES



ACTIVITY #1

COUCH TO BED

TYPE: INDIVIDUAL ACTIVITY

**DURATION: 30 MINUTES -
1 HOUR PER DAY**

KEY MESSAGE

We all have our own night-time routine and these can be perfected to minimise the factors that might impact the quality of our sleep.

LEARNING OUTCOME

To gain an understanding of the various activities we might include or exclude as part of a night time routine to ensure quality sleep.



ACTIVITY DIRECTIONS

We all have our own night-time routine - Time to Change's Couch to Bed activity is designed to not only highlight the various means by which your staff might better manage their evenings to ensure a quality night's sleep, but also provide a challenge for designing a better routine over the course of Mental Health Awareness Week.

You can find our Couch to Bed sheets to download and print on the Time to Change website [HERE](#).

We recommend distributing these at the start of the week and encouraging staff to look to complete the challenge throughout the week.

We strongly suggest at the end of the week that you include a message in internal communications encouraging staff to continue demonstrating these activities on an ongoing basis now that the challenge has concluded.



ACTIVITY #2

MIND YOUTUBE TIPS FOR SLEEP

**TYPE: GROUP OR
INDIVIDUAL ACTIVITY**

DURATION: 10-15 MINUTES

KEY MESSAGE

Poor mental health can have a significant impact on a person's sleep and in turn cause emotional distress and impact a person's ability to go about their daily life activities. There are a number of techniques that can support better sleep.

LEARNING OUTCOME

To understand techniques that can support better sleep and reflect on who in the workplace an employee could turn to if struggling with poor sleep.

ACTIVITY DIRECTIONS

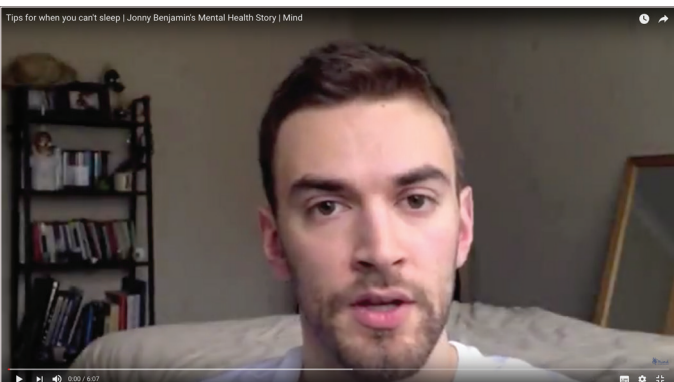
Jonny Benjamin has experienced poor sleep due to his mental health and speaks about his fear of discussing his insomnia with colleagues at work.

Begin the session by watching Mind's video with Jonny on [Tips for When You Can't Sleep](#).

Following the video, consider:

- What actions did Jonny suggest participants not to engage in when struggling to sleep?
- What actions did Jonny suggest participants look to engage in to support them sleep?
- How effective have these activities been to participants in their own experience?
- How did Jonny describe the impact of his insomnia on his life and work-life? Who might you turn to to discuss such a problem in your workplace?

A wider range of tips and techniques can be found on Mind's [website](#). If undertaking a group activity look to direct participants to review this guidance following this session, later in the week.



ACTIVITY #3

SLEEPING WITH ANXIETY

TYPE: INDIVIDUAL ACTIVITY

DURATION: 15 MINUTES

KEY MESSAGE

Living with a mental health problem can impact the quality of your sleep.

LEARNING OUTCOME

To gain an understanding of how a mental health problem, such as anxiety, can impact the quality of a person's sleep and their day to day life.

ACTIVITY DIRECTIONS

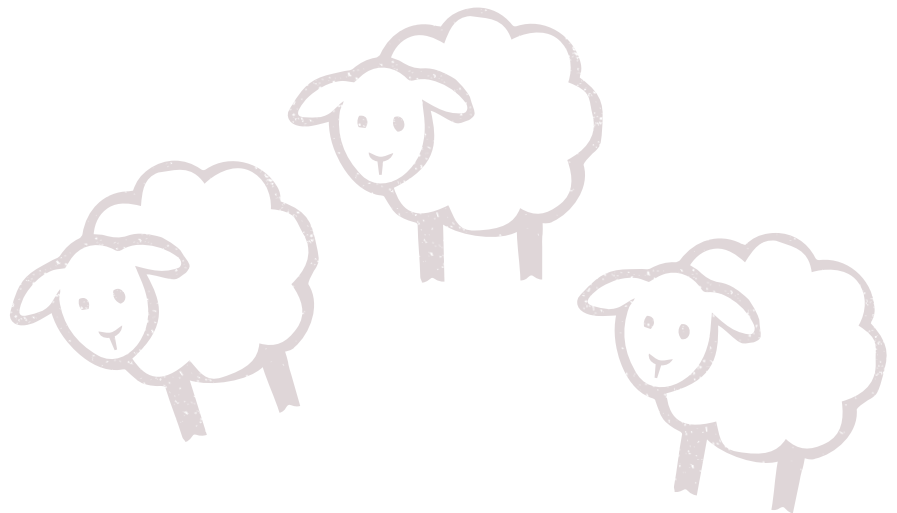
Annie struggles with being able to switch off and sleep.

Begin the activity by reading Annie's blog on the Mind [website](#) regarding her sleeping problems and how she copes with anxiety.

After reading this blog ask yourself:

- What was the impact on Annie as a result of her poor sleep? How did Annie feel?
- What techniques did Annie try using to support herself to sleep?
- How does poor sleep impact on you? What do you put in place to help?

A wider range of tips and techniques can be found on Mind's [website](#) for further exploration.



ACTIVITY #4

SLEEP PATTERNS AND FAILING MENTAL HEALTH

TYPE: INDIVIDUAL ACTIVITY

DURATION: 15 MINUTES

KEY MESSAGE

Living with a mental health problem can impact the quality of your sleep.

LEARNING OUTCOME

To gain an understanding of how a mental health problem, such as depression, can impact the quality of a person's sleep and their day to day life.

ACTIVITY DIRECTIONS

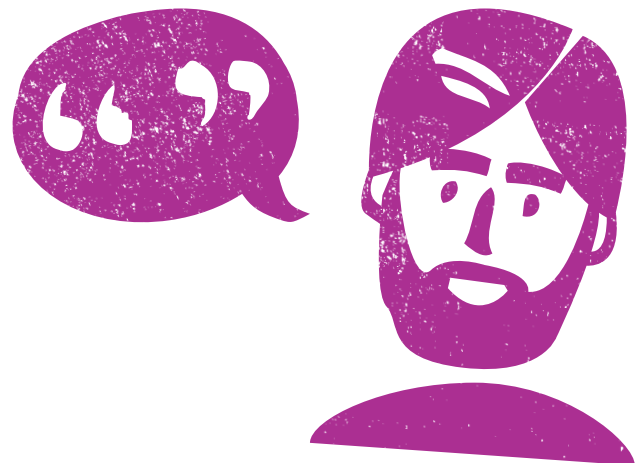
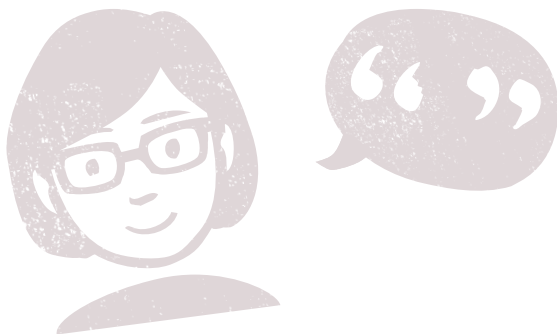
Rhiannon experienced sleep problems following a trauma leading to severe depression and PTSD.

Begin the session by reading Rhiannon's blog on the Mind [website](#) regarding how her deteriorating sleep patterns highlighted her failing mental health.

After reading this blog ask yourself:

- What impact did Rhiannon's poor mental health have on her sleep?
- What support did Rhiannon obtain?
- What acronym does Rhiannon use to reinforce self-care?

A wider range of tips and techniques can be found on Mind's [website](#) for further exploration.



ACTIVITY #5

TEDx SLEEP AND WORK

**TYPE: GROUP OR
INDIVIDUAL ACTIVITY**

DURATION: 25 MINUTES

KEY MESSAGE

When you sleep well. You can work well.

LEARNING OUTCOME

To gain an understanding of the immediate impact sleep deprivation can have in the workplace and reflect on how these might subsequently impact staff wellbeing.

ACTIVITY DIRECTIONS

Begin the session by watching this TEDx Talk **Sleep and Work**. In this video Christopher M. Barnes, of the University of Washington, explores how a chronic lack of sleep makes us less efficient, less productive and hurts our health.

After watching the video, consider the following:

- In what ways does Chris discuss sleep deprivation impacting people at work?
- How does Chris discuss sleep deprivation specifically impacting leaders (and their subordinates) in the workplace?
- What is a circadian process? How do our work schedules disrupt our sleep?
- What impact do our behavioural patterns have on our ability to sleep? What behaviours are not conducive to sleep?
- How might all of the above behaviours impact staff wellbeing and mental health?



ACTIVITY #6

CONTINUUM OF SLEEP

TYPE: GROUP ACTIVITY

DURATION: 30-40 MINUTES

KEY MESSAGE

People make use of a wide range of aids to help them get to sleep and these can range from healthy to less healthy activities.

LEARNING OUTCOME

To gain an understanding of the range of sleep aids made use of by people to get to sleep and discuss the extent to which the workplace may stigmatise these.

ACTIVITY DIRECTIONS

Prior to the session, download and print our sleep aid flashcards from the Time to Change [website](#).

As a group take each flashcard in turn and arrange them on a scale of unhealthy sleep aids to healthy sleep aids.

As a group consider the following questions:

- What makes a healthy sleep aid?
- What sleep aids might include both positive and/or negative impact on the quality of your sleep?
- How might various sleep aids be stigmatised by work colleagues?
- How might this stigma affect a colleague's likelihood to discuss their sleep problems?
- In addition to stigma around mental health, medication such as antidepressants can also be stigmatised. Whilst medication can have positive effects on someone's mental health, they often come with negative side effects - including detrimental changes to sleep quality. How might medication such as antidepressants impact sleep, both negatively and positively?

TV Show in the background

Herbal tea

Audiobook or podcast on sleep timer



ACTIVITY #7

FACTORS IMPACTING SLEEP

TYPE: GROUP ACTIVITY

DURATION: 30-40 MINUTES

KEY MESSAGE

A wide range of health, environmental, attitudinal, lifestyle and external factors can impact our sleep at any time.

LEARNING OUTCOME

To gain an understanding of the wide range of factors that might impact the quality of a person's sleep, discuss how they might be addressed, and the extent to which they might be stigmatised in a workplace setting.

ACTIVITY DIRECTIONS

Prior to the session, download and print our factors impacting sleep flashcards from the [Time to Change website](#).

As a group take each flashcard in turn and consider:

- To what extent have these factors impacted your own sleep? Currently or in the past.
- How might you or a person impacted by these factors look to make changes to support better quality sleep?
- How might you react to a colleague who told you their sleep was suffering as a result of their new-born baby, Vs their sleep suffering as a result of them taking antidepressants?



Noise

e.g. noise from neighbours, family members or housemates living with you. Noise from appliances such as washing machines or fans. Noise from the street caused by traffic, passers-by or animals.

Financial Instability

e.g. high levels of debt, unmanageable credit card repayments or unexpected outgoings.

Climate Crisis

i.e. weather changes including extreme flooding or temperatures at a local or global level.

ACTIVITY #8

STAND UP, SIT DOWN SCENARIOS

TYPE: GROUP ACTIVITY

DURATION: 15 MINUTES

KEY MESSAGE

Poor sleep can impact a person's ability to perform day to day activities, including those whilst at work.

LEARNING OUTCOME

To gain an understanding of how work colleagues might experience stigma in relation to their mental health and the quality of their sleep.

ACTIVITY DIRECTIONS

This activity is designed to help your audience to learn what it feels like to experience stigma. Ask everyone to stand up.

Read out the different scenarios below and ask the audience to consider how open they'd feel about talking about their problem.

Discuss the following:

- What does each scenario make you think about?
- Why are some things harder to talk about than others?
- What do you think would happen if you did talk about your sleep problems and their underlying causes?

**TURN OVER FOR
OUR SCENARIOS**



SCENARIO ONE

You have recently been prescribed anti-depressant medication which is negatively impacting your sleep. You're finding it difficult to focus on your work and have been making some simple errors. Your performance has been suffering as a result.

Your manager invites you to a meeting to discuss your work performance. Remain standing if you would share your sleep problem and your use of anti-depressants with your line manager.

Sit down if you would make up another excuse for your changes in behaviour.



SCENARIO TWO

You are working through a particularly difficult period at work which includes an unrealistic workload and working hours, contributing to high levels of stress and negatively impacting your sleep.

Remain standing if you would discuss your workload and its impact on your sleep with your line manager.

Sit down if you would say nothing and hope for the difficult period of work to pass.

SCENARIO THREE

You've recently begun to experience effects of menopause and have found yourself struggling to sleep in the night. You've been more quiet with work colleagues and when pressed for input sometimes quite short with them.

Your manager has noticed your change in behaviour and has asked to have a conversation about it at your next one to one.

Remain standing if, at your next one to one, you would discuss your sleep problems with your line manager.

Sit down if you would make up another reason to explain your behaviour.



ACTIVITY #9

SLEEP SCORES AND TEMPERATURE CHECKS

TYPE: INDIVIDUAL OR GROUP ACTIVITY

DURATION: 5 MINUTES

KEY MESSAGE

We all have mental health and all experience varying qualities of sleep. These can change from day to day.

LEARNING OUTCOME

To gain an understanding of how our mental wellbeing and the quality of sleep intersect and build confidence in articulating these with work colleagues.

ACTIVITY DIRECTIONS

We regularly recommend to organisations the sharing of 'temperature checks.' These are a quantitative scale from 1 to 10 used by staff to assess their wellbeing, discuss how they are doing and explore what might be impacting their mental health.

We've seen organisations embed these into the agendas of meetings, share in morning huddles, in one to ones, even on their LinkedIn profile. Over the course of the week we encourage you to share two scores - your wellbeing temperature check and your sleep score - a similar assessment, on a scale of 1 to 10, of the quality of your sleep.

In sharing your sleep score we hope that over the course of your week:

- You might begin to recognise the correlation between the quality of your sleep and your mental wellbeing.
- You will become more comfortable talking about the factors that impact upon your wellbeing
- You might build an understanding of how sleep impacts those around you
- You will start to build a routine of sharing that will make it seem more natural to continue talking about your sleep and mental wellbeing.

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SLEEP AND WELLBEING TEMPERATURE CHECKS SCORE CARD

We regularly recommend to organisations the sharing of 'temperature checks'. These are a quantitative scale from 1 to 10 used by staff to assess their wellbeing, discuss how they are doing and explore what might be impacting their mental health. We've seen organisations embed these into the agendas of meetings, share in morning huddles, in one to ones, even on their LinkedIn profile.

Over the course of the week we encourage you to share your wellbeing temperature check and your sleep score - a similar assessment, on a scale of 1 to 10, of the quality of your sleep.

	Your Sleep score	Your Wellbeing temperature score	Draw the emoji that best fits your overall mood
MON	/10	/10	
TUE	/10	/10	
WED	/10	/10	
THUR	/10	/10	
FRI	/10	/10	
SAT	/10	/10	
SUN	/10	/10	

In sharing your sleep score we hope that:

- You might begin to recognise the correlation between the quality of your sleep and your mental wellbeing.
- You will become more comfortable talking about the factors that impact upon your wellbeing
- You might build an understanding of how sleep impacts those around you
- You will start to build a routine of sharing that will make it seem more natural to continue talking about your sleep and mental wellbeing.

Print and display at your desk to communicate your temperature check and sleep score to work colleagues.

You can **download cards** to print and display at your desk to communicate your temperature check and sleep score to work colleagues.

ACTIVITY #10

CHOOSE A SNOOZE

TYPE: GROUP ACTIVITY

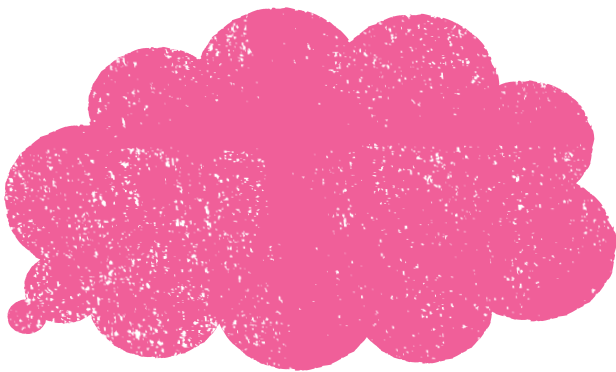
**DURATION: 5 MINUTES TO
1 HOUR**

KEY MESSAGE

There a wide range of techniques that can support better sleep. Our friends and colleagues can be a source of support in finding techniques to best support our sleep.

LEARNING OUTCOME

To gain a broader understanding of other person's sleeping techniques and reflect on what best supports each of us.



ACTIVITY DIRECTIONS

In the week in advance of Mental Health Awareness Week ask your team to submit their own tips for a good night's sleep.

You can have you staff do this in any manner that you like, but we suggest cutting out clouds from sheets of white A4 paper and having your staff write their tips on these in sharpie.

Collate your submissions, folding each into quarters and store them in a large jar or bowl.

On the first day of Mental Health Awareness Week, perhaps at an event or session utilising one of the other activities included in this pack, have each member of staff pull out a submitted sleep tip.

Now, encourage your staff to try this tip throughout the week as part of their own bedtime routine!

At the end of the week have your staff report on their experiences of trying these techniques throughout the week:

- Did the new addition to their routine support better sleep?
- Will it remain a fixture in their routine?
- How did the activity make them reflect on their previous relationship with sleep?
- Did the activity prompt a conversation with other work colleagues around sleep?

ACTIVITY #11

SLEEP DIARY

TYPE: INDIVIDUAL ACTIVITY

DURATION: 5-10 MINUTES EVERY MORNING FOR A WEEK

KEY MESSAGE

A number of factors can impact the quality of our sleep including lifestyle choices such as the amount of alcohol or nicotine we might consume and environmental factors such as light, noise and temperature.

LEARNING OUTCOME

To gain an understanding of and reflect on what best supports each of us to enjoy a good night's sleep.

ACTIVITY DIRECTIONS

You may find it difficult to work out what's affecting your sleep.

A sleep diary involves recording information about your sleep habits to help you understand your sleep problem and what's affecting it. If you want to, you can show it to professionals you're working with, so you can work together to understand the problem you're having, but it can also be an effective self-reflective tool.

Download our [Sleep Diary Template](#) and over the course of Mental Health Awareness Week record your sleep patterns and habits. At the end of the week, consider the following questions:

- 26 Can you ascertain any correlation between your habits and the quality of your sleep?
- 26 What conclusions can you make from the days on which you had the best night's sleep?
- 26 What actions might you take to improve your lifestyle or environment that might have a positive effect on the quality of your sleep?
- 26 Do you need to continue this exercise to gain further insight into your sleep habits?

SLEEP DIARY **QUALITY OF SLEEP**
To complete when you wake up

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
What time did you go to bed?							
How long did it take you to fall asleep?							
How many times did you wake up in the night?							
After falling asleep, for how long were you awake during the night in total?							
What time did you wake up?							
At what time did you get out of bed?							
How long did you spend in bed in total (from getting into bed to finally getting out)?							
Did you experience nightmares, sleep paralysis or sleepwalk in the night?							
How would you rate the quality of your sleep: 10 being the best and 1 being very poor.							

SLEEP DIARY **FACTORS IMPACTING SLEEP**
To complete before you go to bed

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
How much caffeine, alcohol or nicotine have you had today?							
What had you eaten/drank today?							
How much physical activity have you undertaken today?							
Have you taken any medication today? What dose and at what time?							
What were your general feelings and mood on this day?							
Were there any environmental factors that might have impacted your sleep, if so what?							
On a scale of 1-10, how stressful did your day feel?							
Can you think of 3 things that went well for you today?							

ACTIVITY #12

IDENTIFYING THE DRIPS IN YOUR LIFE

TYPE: GROUP OR INDIVIDUAL ACTIVITY

DURATION: VARIOUS

KEY MESSAGE

The ongoing stresses of life can have a growing impact on our mental health. Identifying those drips are key to managing our mental health and wellbeing.

LEARNING OUTCOME

An increased awareness of the drip drip effects on our mental health and understanding of how a Wellness Action Plan might help support us manage our own wellbeing.

ACTIVITY DIRECTIONS

Many struggle because they don't think or realise they are struggling.

Over time the 'drip drip' effect of the ongoing stresses of life can have a growing impact on our mental health. Identifying those drips are key to managing our mental health and wellbeing. The quality of our sleep can be such a drip.

The **Wellness Action Plan (WAP)** is a tool to help you and your employees share what keeps you well at work and when and why you might become unwell. It helps you improve wellbeing or support recovery.

It is based on a Wellness Recovery Action Plan (WRAP) - an evidence-based system for managing mental health.

On your own or in a group:

- 1 Give individuals time to write all the things that stress them out, in and out of work, and encourage them to have a small group discussion with one another.
- 2 Ask people to take a look at Wellness Action Plans which you can download [here](#).
- 3 Write down and discuss in small groups all the things that keep them well and that they enjoy doing.



COMMUNICATING THE ASK TWICE MESSAGE

WE HAVE CREATED A SET OF DOWNLOADABLE MATERIALS FOR USE IN THE WORKPLACE - WHETHER THAT IS IN THE OFFICE, OUT ON SITE OR IN A WAREHOUSE - THAT WILL HELP TO SUPPORT YOU IN SPREADING OUR KEY ASK TWICE MESSAGE ACROSS YOUR ORGANISATION AND RAISE AWARENESS OF MENTAL HEALTH STIGMA.

VIDEO FOR SOCIAL CHANNELS AND PLASMA SCREENS

Time to Change's Ask Twice campaign video effectively and humorously illustrates the circumstances in which we will often assert that we're fine. Our downloadable video files are perfect for featuring on internal plasma screens and webpages

- 25 **Ask Twice Downloadable Video with Subtitles**
- 25 **Ask Twice Downloadable Social Media Video**



Whilst our YouTube videos are a simple way to communicate the Ask Twice message on internal social media channels such as Slack or Facebook Workplace or for embedding on your intranet.

- 25 **Ask Twice Campaign Video 1**
- 25 **Ask Twice Campaign Video 2**

POSTERS

Our eye-catching A3 posters are ready to be printed, either in the office or by a professional printer.



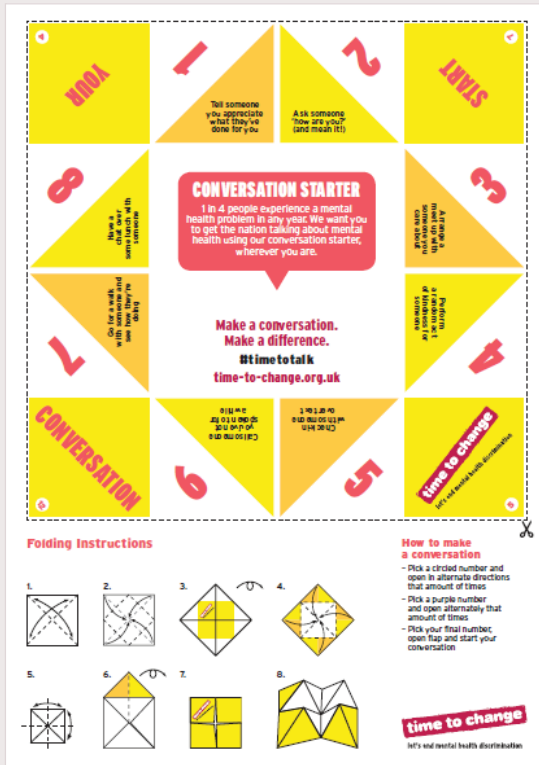
DESKTOP BACKGROUND/ SCREENSAVERS

A great way to share a message in an office is through an all-staff desktop background. It's the first thing people will see when they login in the morning and often one of the last things they will notice at the end of the day too.



CONVERSATION STARTERS

These origami conversation starters are a popular way of starting conversations and work well at events where people can fold and use them. Print ready artwork to print and make in the office.



TIP CARDS

Filled with ideas around starting the conversation, these are easy to read or pop into a pocket or wallet. Hand them out at an event, or leave them in areas where people will find them and read them. Print-ready artwork for office or professional printing.



PLASMA SCREEN ADVERTISEMENTS

If your office or reception area displays internal communications on landscape plasma screens, these can be a fantastic way to spread the Mental Health Awareness Week message in high footfall areas and to your organisation's guests and visitors. We have static images and subtitled videos you can make use of depending what suits your set up best.

STAFF NEWSLETTER OR MAGAZINE ARTICLE

Below are some tips about how to build a strong article for your newsletter or magazine about Mental Health Awareness Week:

PERSONAL STORY

Try to open with a quote or a paragraph from a colleague who has experienced a mental health problem. An individual employee writing about their experience and how being able to be open about it has helped them will make a powerful introduction.

INFORMATION ABOUT THE CAMPAIGN

Include a short description of what the campaign is, and how people can find out more and get involved in your organisation's activities.

THE ORGANISATION'S PERSPECTIVE

Include a quote or paragraph from someone senior within your organisation about why they're supporting Mental Health Awareness Week and why challenging stigma is important to the organisation.

SIGNPOST TO RELEVANT SUPPORT

Let your colleagues know what resources are available to them and what they can do if they're worried about their mental health.



INTRANET UPDATE AND TEMPLATE STAFF EMAIL

Below is a brief update you can include on your organisation's intranet or Sharepoint site to introduce Mental Health Awareness Week and encourage employees to get involved. If you are planning to run an event in your workplace you could also use this as an opportunity to promote this too.

We also recommend sending a staff email from the most senior contact possible (perhaps whoever signed your organisation's Pledge or a senior champion for mental health and wellbeing) and preferably not in the HR team in order to break the subject of mental health out of the 'HR box.'

Regardless of how and from whom you distribute the below copy, be sure to tailor it for your organisation.



YOU CAN TALK ABOUT MENTAL HEALTH AT WORK

Monday 18 May marks the beginning of Mental Health Awareness Week and Learning at Work Week.

At [Organisation Name], we know that it benefits all of us to talk about mental health.

[Reference any existing mental health initiatives currently being delivered. What work has been done to date in delivering your Time to Change Employer Action Plan? Or use this opportunity to highlight some of the successes of your Time to Talk Day activity in February].

1 in 4 of us will experience mental health problems this year and having a colleague in your corner can make all the difference. That's why this May we are delivering a series of events and activities to support your confidence in having conversations around mental health and build your understanding of mental health issues in and out of the workplace.

[Provide details of your activities and events].

There are, however, lots of different ways to have a conversation about mental health and you don't have to be an expert to talk. If you're unable to attend one of our events, why not visit www.time-to-change.org.uk/asktwice and find out how the simple act of asking twice can help support our conversations with friends and co-workers.

[Sign off]

HOW TO SUPPORT THOSE WHO SHARE THAT THEY ARE STRUGGLING WITH POOR MENTAL HEALTH

CONVERSATIONS CAN TRIGGER PAINFUL MEMORIES

Listening to others experiences that are close to your own may trigger thoughts about your experience of mental health problems or traumatic events you have encountered. Think about how you might look after your own wellbeing. Always remember your health comes first, if you do not feel able to continue the role for any reason, you can stop at any time.

- ❏ **Find a quiet place** with an informal atmosphere, perhaps in a café or over a coffee - this shouldn't feel like a formal interview.
- ❏ **Actively listen to the person**, by giving them your undivided attention. Try to leave any questions or comments you may have until the person has finished so you don't interrupt them.
- ❏ **Try to establish eye contact** in a non-threatening way.
- ❏ **Use positive body language**, and encourage the person to continue with small verbal comments like 'I see' or 'what happened next?' This will let them know that you are paying attention to what they are saying and actively listening to them.
- ❏ **Check your understanding** by paraphrasing what the person has said back to them.
- ❏ **Reflect back actual words they have used to them**, as this can encourage them to open up more. For example, a good reflection to 'I just feel so alone' could be 'alone?'
- ❏ **Respond by using empathetic statements** such as: "I appreciate this must be difficult for you...".
- ❏ **Avoid clichés.** Comments like 'Pull yourself together' or 'You're just having a bad day' are not helpful.
- ❏ **Dispel any myths.** Mental health problems are more common than people think and can affect anyone at any time.
- ❏ **Try to avoid asking too many questions**, especially questions that only require a 'yes' or 'no' answer, or that begin with the word 'why'. Ask open questions to invite a more detailed response:
 - Tell me how you're feeling?
 - How do you look after yourself?
 - What support do you have in place?
- ❏ **Reassure them that it is positive that they want to talk about their experience**, what's happening with them, or that they are looking for support (if this is the case).
- ❏ **Is the individual aware of sources of support?** Signpost to further information and support. It may be helpful to ask the person: "What would you like to happen in this situation?" This will help to empower them and encourage them to take the course of action that seems right to them. Be clear about what you can do, as well as what you can't.
- ❏ **The important thing is to listen** rather than give advice, the individual needs to be able to act for themselves. Signpost the individual to sources of support, rather than telling them what you think is best.

TOP TIP: OUR SIGNPOSTING Z-CARD CAN BE A VERY USEFUL TO RESOURCE TO HAVE ON HAND AT EVENTS TO PROVIDE TO ANY ATTENDEES THAT MIGHT DISCLOSE. IT INCLUDES KEY SIGNPOSTING CONTACTS AND CAN PROVIDE THE EVENT FACILITATOR PEACE OF MIND THAT APPROPRIATE CONTACTS HAVE BEEN PROVIDED.

SIGNPOSTS TO SUPPORT



It's great to start the conversation in your workplace and we hope that our campaign materials and ideas help you to do this. Sometimes this can mean that people currently experiencing mental health problems will need some support as sensitive conversations may bring up difficult things.

We would encourage you to highlight the support tools that you currently offer employees within your organisation but you may also like to use some of ours too so please feel free to use the text on this page or link to our support page online.

If you are experiencing mental health problems or need urgent support, there are lots of places you can go to for help. Time to Change is focusing on changing how we all think and act about mental health. We're not able to provide individual or emergency support for people in crisis, but there are lots of people who can. They are listed here...

MIND INFOLINE

Telephone: 0300 123 3393 (9am-5pm Monday to Friday)

Email: info@mind.org.uk

www.mind.org.uk/help/advice_lines

Mind provides confidential mental health information services. With support and understanding, Mind enables people to make informed choices. The Infoline gives information on types of mental distress, where to get help, drug treatments, alternative therapies and advocacy. Mind also has a network of nearly 200 local Mind associations providing local services.

ELEFRIENDS

www.elefriends.org.uk

Elefriends is a supportive online community where you can be yourself. Elefriends is run by Mind.

SAMARITANS

Telephone: 116 123 (Free 24 hours a day)

Email: jo@samaritans.org

www.samaritans.org

Provides confidential, non-judgmental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide. You can phone, email, write a letter or in most cases talk to someone face to face.

RETHINK MENTAL ILLNESS ADVICE LINE

Telephone: 0300 5000 927 (9.30am-4pm Monday to Friday)

Email: info@rethink.org

www.rethink.org/about-us/ourmental-health-advice

Provides expert advice and information to people with mental health problems and those who care for them, as well as giving help to health professionals, employers and staff.

SANELINE

Telephone: 0845 767 8000 (6pm-11pm)

www.sane.org.uk/what_we_do/support/helpline

A national mental health helpline providing information and support to people with mental health problems and those who support them.

If you're a carer needing support you can contact all of the above as well as **Carers Direct** and the **Princess Royal Trust for Carers**, both of whom are able to provide support and advice on any issues affecting you.

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WHERE TO FIND US...

 timetochange

 @timetochange

 Search "Time to Change"

 @timetochangecampaign

www.time-to-change.org.uk

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