

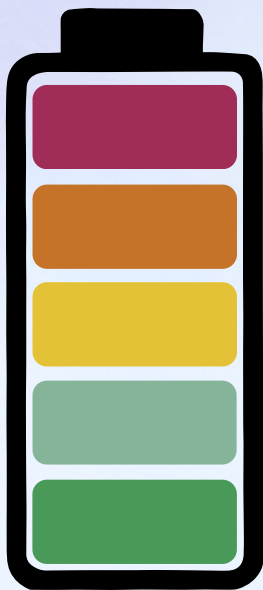


PERSONAL WELLBEING QUICK CHECK-IN

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OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



Taking time to reflect on your wellbeing helps you lead sustainably and support others effectively. This tool is a simple check-in to help you notice what is supporting your wellbeing and what may need attention. It is not a measure of performance — it is an opportunity for reflection, action and support.



Needs Attention

Stretched

Getting By

Doing Well

Thriving

Pause and Reflect

- What is currently giving me energy?
- What is currently draining my energy?
- What am I doing well that I should continue?
- Is there anything I need to address before it becomes a bigger issue?

Looking Ahead - This week I will:

START:

STOP:

CONTINUE:

Which wellbeing area would benefit most from my attention over the next month?

What Next?

If one or more wellbeing areas are consistently needing attention, consider using the Supporting Your Wellbeing Where to Next guide for practical strategies and available supports.

Wellbeing Area	1	2	3	4	5
Energy Levels					
Workload & Capacity					
Work-Life Boundaries					
Relationships & Connection					
Meaning & Fulfilment					
Physical Wellbeing					



SUPPORTING YOUR PERSONAL WELLBEING

Where to Next?

If one or more wellbeing areas need attention, this guide offers practical ideas and support options to help you take the next step.



ENERGY LEVELS

REFLECT

- What is contributing most to my fatigue?
- Is this temporary, seasonal, or ongoing?

ACT

- Schedule recovery time.
- Prioritise essential tasks.
- Take regular breaks.

CONNECT

- Speak with your leader.
- Reach out to trusted colleagues for support and perspective.



WORKLOAD & CAPACITY

REFLECT

- What currently feels unmanageable?
- What could be paused, delegated, or simplified?

ACT

- Prioritise key tasks.
- Break large tasks into smaller steps.
- Review meetings and commitments.

CONNECT

- Discuss workload concerns with your leader.
- Seek support from colleagues or mentors.



WORK-LIFE BOUNDARIES

REFLECT

- When am I most likely to work beyond healthy limits?
- What boundaries have slipped recently?

ACT

- Set a finishing time and protect it.
- Turn off notifications outside work hours.
- Make time to recharge.

CONNECT

- Seek accountability and support for your boundary goals.
- Discuss sustainable work practices.



RELATIONSHIPS & CONNECTION

REFLECT

- Do I feel connected and supported?
- Are there conversations I have been avoiding?

ACT

- Schedule time for meaningful connection.
- Address concerns early and respectfully.

CONNECT

- Reach out to a colleague, mentor or leadership network.
- Access professional support if needed.



MEANING & FULFILLMENT

REFLECT

- What aspects of my work do I find most meaningful?
- When do I feel most fulfilled in my role?

ACT

- Reconnect with the impact of your work.
- Celebrate progress and achievements.

CONNECT

- Talk with a mentor or trusted colleague about what gives your work meaning and makes you feel fulfilled.



PHYSICAL WELLBEING

REFLECT

- How am I caring for my body and health?
- What is one small improvement I could make this week?

ACT

- Prioritise sleep, movement and nutrition.
- Build short wellbeing habits into your day.

CONNECT

- Schedule a health appointment when needed.
- Access available wellbeing supports.

PERSONAL WELLBEING

WHEN ADDITIONAL SUPPORT MAY BE HELPFUL



If a wellbeing area remains consistently needing attention despite your efforts, consider seeking additional support. Reaching out is a sign of strength and an important part of leading well.



SUPPORT IS AVAILABLE THROUGH:



YOUR PRINCIPAL OR LEADER

Have an open conversation about what support or adjustments may help. They can assist with priorities, workload, expectations and accessing available supports.



A TRUSTED COLLEAGUE OR MENTOR

Sometimes talking with someone you trust can bring clarity and perspective. They may help you reflect on challenges, explore options and stay connected.



EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES

Converge International provides confidential counselling and wellbeing support, available 24/7. Support is available for personal, family and work-related concerns.



PROFESSIONAL COACHING OR COUNSELLING

Access specialised support to help you navigate challenges and build resilience through external coaching or counselling. Converge also provides tailored Manager Support for leaders focused on managing staff, wellbeing and strengthening leadership capability.



MEDICAL OR ALLIED HEALTH PROFESSIONALS

Seek professional advice and support for your physical and mental health needs. They can provide assessment, treatment, referrals and ongoing care where required.