Space to Breathe Therapy

My Employee Action Checklist

A practical, printable tool for fluctuating depression at work

Employee (optional): _____

Date: _____

1. Recognising changes in my capacity

- [ ] I notice when my energy, mood or concentration changes.
- [ ] I identify early signs that my capacity is becoming reduced.
- [ ] I notice which tasks or environments use the most energy.
- [ ] I consider the effect of sleep, treatment and personal demands.
- [ ] I remember that a better day does not erase my support needs.

My early warning signs:

2. Planning a manageable working day

- [ ] I identify my one or two essential priorities.
- [ ] I break larger tasks into smaller, practical first steps.
- [ ] I allow realistic time for tasks and transitions.
- [ ] I plan breaks or quieter working periods where possible.
- [ ] I avoid automatically taking on extra work on better days.

What I could make smaller today:

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Communication & Adjustments

Choose only the actions relevant to your needs and role

3. Communicating my workplace needs

- [ ] I decide what I am comfortable sharing about my health.
- [ ] I identify my preferred way to communicate (spoken or written).
- [ ] I ask for clarification or written instructions if needed.
- [ ] I explain which working situations create barriers.
- [ ] I agree how to tell my manager when my support needs change.

A sentence I could use to request support:

4. Adjustments I may wish to discuss

- [ ] Flexible start / finish times or working patterns.
- [ ] Written priorities, reminders or meeting summaries.
- [ ] Additional processing time or fewer unexpected requests.
- [ ] Reduced interruptions or a quieter working space.
- [ ] Adjusted deadlines, tasks, breaks or phased duties.
- [ ] A planned and proportionate check-in with my manager.

My top two requested adjustments:

5. Keeping support practical

- [ ] I agree what will change, who will help and when.
- [ ] I ask for adjustments to be confirmed in writing.

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My Workplace Support Plan

Complete with your manager or a trusted workplace contact if helpful

The most difficult part of my working day is:

One change that could make work more manageable:

When my capacity is lower, the following could help:

The person or team I can contact for support:

Agreed action / who will do it / target date:

Review date and what we will check:

My follow-up actions

- [ ] I keep a copy of my agreed adjustments.
- [ ] I review whether the adjustments are helping.
- [ ] I seek GP, occupational health or other support if needed.

Important

This checklist is optional and is not a medical assessment or a requirement to disclose your diagnosis. Support needs may change over time.