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Mental health checklist
for managers

Use this checklist regularly to ensure you are continuously prioritising mental health in your team.

- Schedule one-to-one meetings with team members

- Ask team members about their workload and stress levels

- Be vigilant for signs of burnout and take proactive steps to address them

- Acknowledge and reward employees' hard work and achievements

- Encourage open communication about mental health

- Review and adjust workloads to ensure they are manageable and balanced

- Promote the use of mental health resources and support

- Check in on employees who have shown signs of stress or burnout

- Ensure team members are taking regular breaks and time off

- Encourage healthy work habits, such as setting realistic goals and avoiding overworking

- Ensure remote workers feel connected and supported by scheduling regular check-ins

- Plan team-building activities to boost morale

SANEline **Need to talk?**

SANEline is a national out-of-hours mental health helpline offering specialist emotional support, guidance and information to anyone affected by mental illness, including family, friends and carers.

Open between 4pm and 10pm, 365 days a year.

0300 304 7000

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