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| **Reflective Journal Sheet** |
| **Employee’s Name** |       |
| **Date Completed** |       |

Before progressing with any wellbeing or workplace action, always reflect on the circumstances of your work, the context you work in, what the issue actually is, the barriers and opportunities that exist and possible solutions that may present themselves.

**Your work/job role**

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| 1. **Name your work/job role**
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| 1. **To whom are you reporting to?** *(Identify the role or title of the position, not the person)*
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| 1. **List at least three work tasks that that form part f the work where you feel there is an issue.**
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| 1. **List at least three work tasks that you believe contribute to the problem/s you have identified?**
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| 1. **List at least three things that you most enjoy about this role or task.**
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**Factors that may impact on your wellbeing**

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| 1. **List at least three personal factors that affect your overall health and wellbeing regarding the issue you have identified.** *These factors can have positive and negative impacts on your wellbeing.*
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| 1. **For each of the three personal factors identified above, describe how it affects your wellbeing.** *Your responses are to list specifically how each of the three above factor affects you physically, mentally, emotionally or socially.*
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| 1. **List at least three workplace factors that impact on your ability to the assigned task on time and in an efficient and effective manner.** *May have positive or negative impact on your overall wellbeing in the workplace.*
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| 1. **For each workplace factor identified in 8 (above), describe how it affects your wellbeing at Anjark Services?** *Your responses are to list specifically how each of the three above factor affects you physically, mentally, emotionally or socially.*
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| 1. **Name at least three recommendations that you think would improve the process of preparing reports for the General Manager and at the same time support you in improving your overall wellbeing in the workplace.**
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