

Work Related Issues

WRAP for WORK
(sample)

Work Related Issues

Work Related Wellness Tools:

- Going to bed by 10 PM on work nights
- Getting up at 7 AM on workdays
- Getting my clothes ready for work
- Buying clothes

Work Related Issues

Work Related Wellness Tools

- Arranging transportation
- Making lunch and snacks
- Relaxation and Stress Reduction Techniques
- Talk to my employer

Work Related Issues

Work Related Wellness Tools

- Talk to my co-workers
- Talk to a supporter
- Talk to my Vocational Rehabilitation Counselor

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Work Related Wellness Tools

- See my Counselor
- Call my Health Care Provider
- Arrange Child Care

Work Related Issues

Daily Maintenance Plan

How I Work When I Am Well:

- I get to work on time
- I usually stay focused
- I am able to work together with my co-workers
- I can accept kind criticism

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- I am flexible and easy to work with
- I am:

Responsible

Creative

Can make good decisions based on common sense

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Daily Maintenance Plan

Things I Need To Do Every Day To Stay Well When I
Am Working:

- Get to bed at 11 PM and get up at 7 AM
- Eat a healthy breakfast and dinner
- Pack my lunch and lunch for children
- Set out my clothes for work the night before

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Daily Maintenance Plan

Things I Need To Do Every Day To Stay Well When I Am Working:

- Take a shower and dress
- Do at least two stress reduction exercises each day
- Transport children
- Do everything on my personal Daily Maintenance Plan

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Daily Maintenance Plan

Things I Might Need To Do:

- Buy bus tickets
- Get the car fixed
- Get gas in the car
- Buy groceries
- Call my Health Care Provider

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Daily Maintenance Plan

Things I Might Need To Do:

- Do the laundry
- Buy some new clothes
- Arrange an appointment with a care provider or family member
- Set up an appointment with a Vocational Counselor

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Daily Maintenance Plan

Things I Might Need To Do:

- Check in with my Vocational Counselor about my benefits
- Peer Counsel
- Meet with my boss

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Triggers

List those things that, if they happened at work, or were in some way work-related, might upset you:

- Having a disagreement with a co-worker
- Making a big mistake
- Being corrected by your employer

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Examples of Triggers

- Being notified that benefits are being decreased
- Losing child care
- Equipment break-downs

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Triggers

- Sexual Harassment
- Stigma
- Being passed over for a promotion
- Having too much to do

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Triggers

- People at work not getting along well with each other
- Missing breaks
- Transportation problems
- Being late

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Triggers Action Plan

If I am Triggered, depending on the Trigger I might:

- Take a five minute break and do some deep breathing
- Speak to my employer
- Contact my Voc Rehab Counselor

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Triggers Action Plan

- Speak to co-workers
- Arrange to have dinner with a supporter
- Do extra stress reduction exercises

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Triggers Action Plan

- Arrange an appointment with my counselor
- Take a day off

Work Related Issues

Early Warning Signs

- Not looking forward to going to work
- Not wanting to go to work
- Being late
- Falling behind in my tasks

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Early Warning Signs

- Anxiety
- Irritability
- Difficulty doing what I need to do
- Messy work space
- Cry easily

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- Inability to concentrate
- Forgetting things
- Losing things

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Early Warning Signs

Action Plan

If I notice several of these Early Warning Signs I will do the following:

- Take a personal day and do something or several things I really enjoy
- Spend time doing only relaxing or fun things in the evening

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Early Warning Signs Action Plan

- Talk to a supporter each day
- Peer counsel once a day
- Do a focusing exercise
- Arrange a special visit with my counselor

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Early Warning Signs Action Plan

- Ask for help with specific tasks
- Temporarily shorten my work hours
- Negotiate job changes

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When Things Have Gotten Much Worse

The following signs will let me know I am feeling much worse:

- Feel like I am dragging myself to work
- Miss the bus three days in a row
- Fighting with my co-workers

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When Things Have Gotten Much Worse

- Very irritable
- Unable to stay focused on my work for more than a few minutes
- Taking unsafe risks
- Making many mistakes

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When Things Have Gotten Much Worse

- Unable to pay attention when others are talking to me
- Can't read
- Feeling very anxious
- Sweating excessively

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When Things Have Gotten Much Worse

Action Plan

If I notice several signs that things have gotten much worse, I MUST do all of the following:

- Arrange to take at least three days off
- Discuss my situation with my employer

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When Things Have Gotten Much Worse Action Plan

- Talk to my Vocational Counselor
- Talk to my Care Provider
- Each day do at least:
 - One peer counseling session
 - Two focusing exercises

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When Things Have Gotten Much Worse Action Plan

- Each day spend at least two hours doing things I enjoy
- Consider making some job changes – Take action if appropriate
- If necessary, contact my state agency of protection and advocacy

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Crisis Planning

If you are in a Crisis, ask your supporters to assist you and to follow the Crisis Plan in your personal WRAP.

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Include instructions that tell your supporters to contact your employer, who you want to contact your employer and what you want them to tell your employer. You may want them to call her or him with updates as you feel better.

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Post Crisis Planning

After you have been in crisis and have been out of work for some time, you may have to carefully consider if, when, and how you will return to work.

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Post Crisis Planning

Questions you might need to ask yourself include:

- What role did work play in causing this crisis?
- Is there something about the work I need to change?

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Post Crisis Planning

- Do I need to talk to my employer to negotiate some changes in my work?
- Do I need to work fewer hours?
- Should I resign and look for a different job?
If so, how should I proceed?

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Post Crisis Planning

In the timetable for resuming responsibilities section of your personal WRAP, you could plan something like the following:

(You may need to revise this plan as you proceed)

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Post Crisis Planning

Responsibility:

- Going Back to Work

Who has been doing this for me:

- My Co-Workers have taken over my data entry work.
- Susan took responsibility for my classes.

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Post Crisis Planning

*While I am resuming this
responsibility I need:*

- To be sure I do everything on my Daily Maintenance Plan.
- My spouse to continue with my household chores.
- Full time child care.

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Post Crisis Planning

Plan for Resuming Work:

- Three days after I determine I am in the Post Crisis Stage, I will go back to work for 2 hours a day for five days.
- For one week go back to work half time.

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- For one week for $\frac{3}{4}$ time
- Resume Full Work Schedule



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Resources

Check out the following Resources which may give you guidance and help answer your work-related questions:

- Your public library
- Your State Department of Employment and Training

Work Related Issues

- Vocational Rehabilitation Services
- National Rehabilitation Information Center
- Internet