

MINDWELL *Studio*

Give your employees the support they need to thrive—both personally and professionally.



Professional Development

Checklists

- Task
- Project Management
- Communication
- Time Management
- Meeting Preparation
- Leave Request
- Client Interaction
- Change Management
- Delegation
- Performance & Development
- Project Management
- Self Evaluation
- Career Development
- Meeting Preparation
- Professional Networking
- Skill Development
- Client Interaction
- Mentorship
- Change Management
- Delegation
- Internal Communications
- Safety & Compliance
- Workplace Inclusivity
- Leave Request Checklist
- Sustainability at Work Checklist

Videos

- Time & Energy Management
- Effective Performance Appraisal
- Succeeding in Your Probation

Guides

- Probation Review Guide
- Preparing For Your Performance Appraisal

Posters

- Desk Stretches



Personal Development

Checklists

- Proof Reading

Videos

- SMART goal setting

Guides

- SMART Goal Setting
- The Wheel of Life
- Communication
- Building Self Confidence
- Build Your Brand
- Guide to Emotional Intelligence

EMPOWER YOUR PEOPLE. ELEVATE YOUR BUSINESS.



Wellbeing

Checklists

- Work/Life Balance
- Conflict Resolution

Videos

- Building Resilience - A Guide to Mental Health & Support
- Managing Stress
- Navigating Workplace Stress and Psychosocial Safety
- When Personalities Collide
- Mindfulness & Meditation
- The Power of Laughter
- Tackling Social Anxiety
- Digital Detox for a Happier You
- Understanding Mental Health in the Workplace

Support, skills and strategies —
all in one platform

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Professional Development

Employee Guide:
Guide to Preparing for Your Performance Review

Understanding the Power of Communication

Break It Down into Actionable Steps

Divide into Smaller Tasks:
Think about the big picture, then zoom in to identify the specific actions needed to achieve it. These smaller tasks will guide your daily or weekly routine.

Create a Plan of Action:
Start by identifying what you can do immediately. Can you research something, purchase necessary items, or dedicate time to a specific task? The first steps are often the hardest, so don't delay starting.

Set Milestones:
Celebrate your progress along the way by setting milestones. Reaching these smaller targets will keep you motivated and give you a sense of accomplishment.

Know the Signs:
When Someone Has Been Affected

Effective communication is a cornerstone of a workplace. While most people focus on the words that are said, up to 93% of communication is unconscious, you say, but how you say it that truly influences received. This guidebook is designed to help you recognise the signs of emotional impact — even subtle ones — allows you to step in early and offer support.

Employees won't always tell you when they've had a tough interaction. Some might try to brush it off. But being able to recognise the signs of emotional impact — even subtle ones — allows you to step in early and offer support.

As a manager, you will need to look out for:

- ▼ A TEAM MEMBER APPEARING WITHDRAWN OR TEARY
- ▼ CHANGES IN BEHAVIOUR — UNUSUALLY QUIET, AGITATED, OR DISTRACTED
- ▼ INCREASED SICK DAYS OR AVOIDANCE OF CUSTOMER-FACING DUTIES
- ▼ EMOTIONAL OUTBURSTS OR VISIBLE FRUSTRATION
- ▼ SAYING THINGS LIKE "I'M FINE" WHEN CLEARLY UPSET

If something feels off, check in — your support might mean everything

SMART GOAL SETTING FOR MANAGERS

Clarity. Focus. Results.

EMPLOYEE ROADMAPS - TASK CHECKLIST

Daily

- ☐ Evaluate your daily schedule and prioritise your tasks accordingly
- ☐ Review and respond to emails and messages
- ☐ Refresh your to-do list or update your project management tool
- ☐ Participate in meetings and follow up on assigned action items
- ☐ Fulfill your key responsibilities for the day
- ☐ Report your progress on ongoing projects

Weekly

- ☐ Examine upcoming deadlines and adjust your priorities as needed
- ☐ Prepare for and attend team meetings
- ☐ Submit weekly reports or updates to your manager
- ☐ Check in with colleagues or team members on joint projects
- ☐ Allocate time for skill development or training, if applicable



Personal Development

TACKLING SOCIAL ANXIETY:
Thriving with Confidence

Building Resilience
A Guide to Mental Health and Wellbeing

Staying Strong & Balanced:
Mental Health Tips for Remote Work

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Wellbeing

UNPLUGGED & THRIVING:
Digital Detox for a Happier You

Supporting Your Team After Customer Aggression:
A Guide for Managers -
For leaders who want their people to feel safe, seen and supported

The Power of laughter
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Navigating Workplace Stress & Psychosocial Safety
Equipping You with the Right Tools in the workplace

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