

LifeCheck

Signals checklist

Spot early warning signs

There are many visible and invisible signs that can show when a colleague isn't feeling their best. Use the checklist on the next page to go through your team and see if you notice anything that might stand out.

When to use this checklist:

- Before a one-on-one conversation
 - Once a month at a fixed time
- During the Week of Work Stress

Physical changes

Notice if the colleague has recently:

- ☐ Experienced weight changes (gain/loss)
- ☐ Appears unkempt
- ☐ Seems tired or exhausted
- ☐ Gets short of breath easily
- ☐ Has clammy hands, tremors, or spasms
- ☐ Experiences pain (headache, migraine, joints, muscles, stomach, intestines)
- ☐ Regularly uses painkillers

Emotional changes

Lately, the colleague is more often:

- ☐ Irritable or easily annoyed
- ☐ Emotional or anxious
- ☐ Nervous or restless
- ☐ Worrying or indecisive
- ☐ Unmotivated or uninterested
- ☐ Impulsive or aggressive

Cognitive changes

Lately, the colleague is more often:

- ☐ Forgetful or absent-minded
- ☐ Less focused or alert
- ☐ Mentally absent or tense
- ☐ Less engaged
- ☐ Indecisive or uninterested

Behavioral changes

It is noticeable that the colleague has recently been more likely to:

- ☐ Call in sick or cancel appointments
- ☐ Underperform or be less productive
- ☐ Make mistakes
- ☐ Eat unhealthily or use substances/started smoking again
- ☐ Overwork or skip breaks
- ☐ Be careless or ignore protocols

