

Mentally Fit Workplace Toolkit

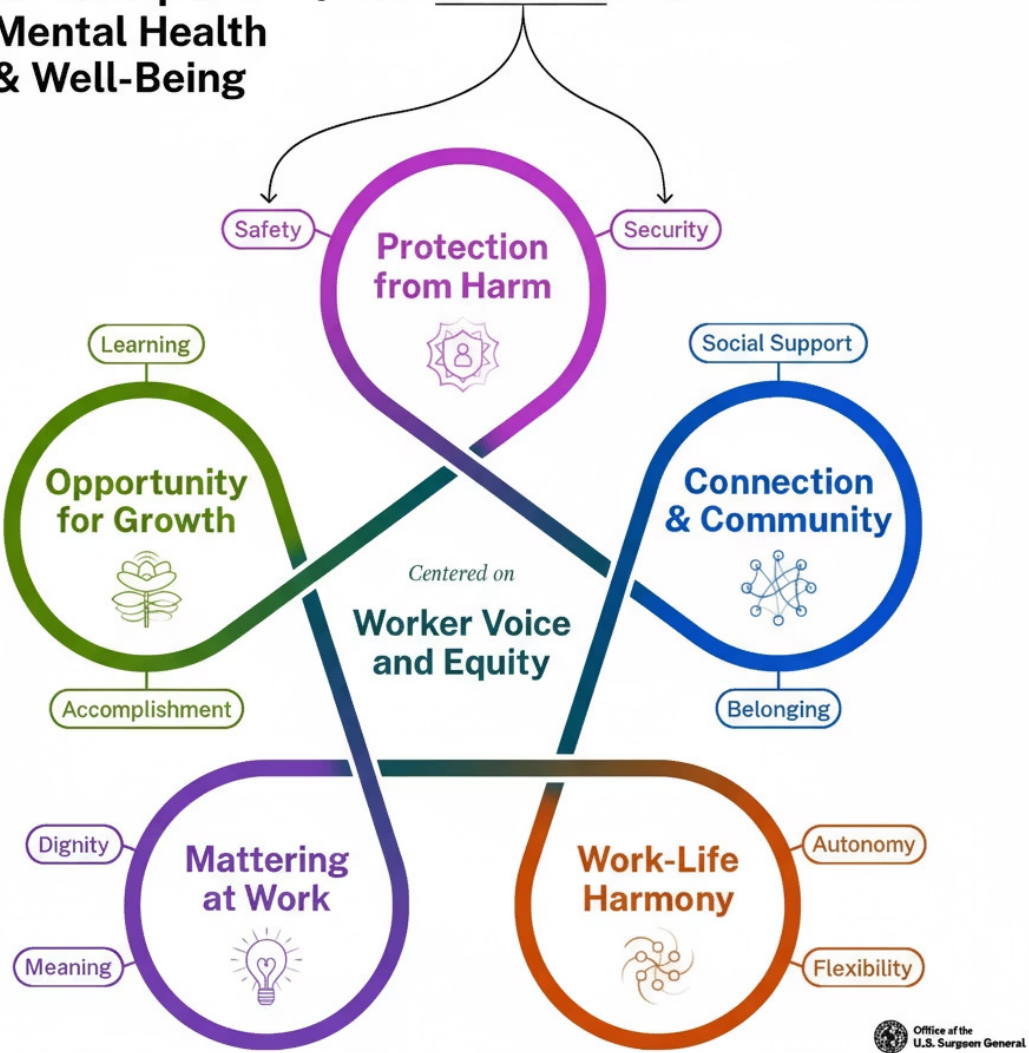
Aligning with the U.S. Surgeon General's Framework for Workplace Mental Health & Well-Being

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**Five Essentials
for Workplace
Mental Health
& Well-Being**

Centered on the worker voice and equity, these five Essentials support workplacees as engines of well-being. Each Essential is grounded in two human needs, shared across industries and roles.



The **Mentally Fit Workplace Toolkit** provides 5 practical, actions that align with the **U.S. Surgeon General’s Five Essentials for Workplace Mental Health & Well-Being**. Designed for anyone in your organization who champions mental health and psychological safety, this toolkit turns evidence-based principles into everyday practices.

Whether you’re an HR leader, manager, or team advocate, you’ll find clear guidance and ready-to-use tools to help create a workplace where people feel **safe, connected, valued, balanced, and empowered to grow.**

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Psychological Safety Playbook for Managers

Essential: Protection from Harm

Psychological safety means creating an environment where employees feel safe to speak up without fear of retribution. Use this playbook to assess your team's safety culture.

Checklist: Is My Team Psychologically Safe?

- Team members can share concerns without fear
- Mistakes are treated as learning opportunities
- Leaders respond calmly to feedback or disagreement
- Mental health topics are discussed openly
- Employees feel respected in all interactions

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Language Swaps

Language Swaps: Replace harmful phrases with supportive alternatives.

Harmful	Supportive
"You're too emotional."	"I can see this issue impacts you deeply."
"Calm down."	"Take your time — I'm here to listen."
"That's not a big deal."	"That sounds tough — thank you for sharing."



Belonging Builders Toolkit

Essential: Connection & Community

Create stronger team bonds and a sense of belonging with intentional rituals and conversations.

10-Minute Connection Rituals:

Gratitude round

share one thing you appreciate.

One-word check-in

before meetings.

Peer recognition

shout-out.

Share a small win

personal win or challenge.

Celebrate together

a milestone together.

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Building Connection

Reflection:

Who on your team might be feeling unseen or disconnected?

Action Step:

List one intentional act you'll take to strengthen connection this week.



Healthy Boundaries Agreement Template

Essential: Work-Life Harmony

Use this agreement to establish shared norms that support healthy work-life harmony.

Boundaries Agreement:



Communication hours:



Meeting-free zones:



Flexibility commitments:



Self-care practices:



Recharge time boundaries:

Harmony Health Check (1–5): How balanced do you feel between your work and personal life?

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Culture of Gratitude Toolkit

Essential: Mattering at Work

Feeling valued at work builds resilience and mental well-being. Use these ideas to infuse gratitude into your team culture.

Recognition Ideas:



Peer shout-outs

at team meetings



Gratitude wall

or digital kudos board



Handwritten notes

appreciation notes



'Thank you' channel

Slack channel



Celebrate heroes

unsung heroes

Reflection: When do I feel most valued at work?

Growth Conversation Template for Supervisors

Essential: Opportunity for Growth

Use this R4 Framework — Reflect, Recognize, Reimagine, Reach — to guide meaningful development conversations.



R4 Framework



Reflect

What are you proud of since our last check-in?



Recognize

What feedback or strengths have stood out recently?



Reimagine

What new skills or experiences do you want to explore?



Reach

What support or resources can help you grow?

Action Plan: Define 1–3 next steps for career or well-being development.

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Navigating the Future: AI, Work, and Mental Well-being

The rapid integration of Artificial Intelligence (AI) into the workplace is reshaping how we work and interact, presenting both significant opportunities and complex challenges for employee mental health. Understanding this dual impact is crucial for organizations aiming to build a mentally fit future.

AI as a Mental Health Ally

- **Personalized Support:** AI-powered tools can offer tailored well-being programs, stress management exercises, and even therapeutic chatbots, making mental health resources more accessible and less stigmatizing.
- **Early Detection:** AI analytics, when used ethically and with consent, can identify patterns indicative of stress or burnout, allowing for proactive intervention and support.
- **Automated Efficiencies:** By automating repetitive and mundane tasks, AI can free employees from high-volume, low-value work, enabling them to focus on more creative and engaging aspects of their roles, potentially reducing frustration and increasing job satisfaction.

Addressing AI's Mental Health Challenges

- **Job Anxiety:** Fears of automation-driven job displacement can create significant stress and insecurity among employees, impacting psychological safety.
- **Digital Overload & Burnout:** Increased reliance on AI tools and data can lead to information overload, constant connectivity, and the blurring of work-life boundaries, exacerbating digital burnout.
- **Ethical Concerns:** Questions around data privacy, AI surveillance, and algorithmic bias in performance reviews can erode trust and create an environment of unease.
- **Reduced Human Connection:** Over-reliance on AI for communication and decision-making risks diminishing the essential human connection and empathy vital for team cohesion and support networks.

Thoughtful and ethical AI implementation, coupled with robust mental health strategies, is essential to harness its benefits while safeguarding employee well-being in the evolving landscape of work.



Learn More

Ready to build a mentally fit workplace?

Learn more at:

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