# Mental Health Awareness Month Checklist for HR Professionals

Use this checklist to plan and implement initiatives that support mental wellness in your organization during May—and beyond.

## Promote Awareness

* ☐ Send out a Mental Health Month announcement to all staff
* ☐ Share educational resources (e.g., posters, articles, infographics)
* ☐ Display Mental Health Awareness Month materials in common areas

## Supportive Policies & Programs

* ☐ Remind staff about EAP (Employee Assistance Program) benefits
* ☐ Review and share mental health coverage in your health plan
* ☐ Encourage use of wellness days, PTO, or mental health leave

## Engage Managers

* ☐ Provide managers with tips on supporting team mental health
* ☐ Share conversation starters and check-in questions
* ☐ Offer soft skills or empathetic leadership training

## Foster a Positive Culture

* ☐ Recognize and appreciate employee contributions
* ☐ Encourage leaders to model work-life boundaries
* ☐ Highlight flexible scheduling or remote work options (if available)

## Create Opportunities for Participation

* ☐ Host a wellness event (e.g., meditation session, stress relief workshop)
* ☐ Share weekly mental wellness themes or prompts
* ☐ Invite team stories or quotes on how they manage mental health

## Measure and Follow Up

* ☐ Send a brief anonymous survey to gauge employee well-being
* ☐ Collect feedback on mental health initiatives
* ☐ Identify ongoing areas of improvement and support

# Editable Email/Message Template to Reach Out to Your Team

Subject: Prioritizing Mental Wellness at Work – Join Us This May  
  
Dear Team,  
  
May is Mental Health Awareness Month—a meaningful time to reflect on how we support emotional well-being at work. At [Company Name], we believe that mental health matters every day, and we’re committed to creating a safe, supportive environment where you can thrive.  
  
This month, we’re rolling out several resources and activities to promote wellness:  
  
🧠 Tips for managing stress   
💬 Opportunities to connect and talk   
📘 A reminder of our Employee Assistance Program (EAP)   
🧘 Wellness-themed events (more details soon!)  
  
We know work can be demanding. That’s why it’s important to pause, recharge, and support one another. If there’s anything we can do to support your well-being, please don’t hesitate to reach out.  
  
Wishing you a healthy and positive month ahead,  
  
[Your Name]   
[Your Title]   
[Contact Info]