

**Mental health plan:** This example is designed to guide small business owners in developing their own mental health plan. For more information, download *A small business owner’s guide to creating a mental health plan* and mental health plan template at [www.vsbc.vic.gov.au](http://www.vsbc.vic.gov.au).

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| Mental health plan: Mai Tran  01 Stressors – business and personal  What do I find really challenging at the moment? | |
| My stressors | What I can do now to stop them from happening |
| * Knowing which government supports are available * Achieving a better work-life balance * Being across my super obligations * Arranging in-home care for Mum | * Access Business Victoria’s information on [grants and programs](https://business.vic.gov.au/grants-and-programs?filter=%7B%22status%22%3A%5B%22opening+soon%22%2C%22open%22%2C%22ongoing%22%5D%7D&page=1), and if I’m not clear on eligibility, call their hotline (13 22 15) * Commit to turning off the work mobile at 6pm every night and not bringing up work over dinner * Access My Business Health’s guidance on [staffing](https://www.asbfeo.gov.au/my-business-health/categories/staffing) * Ask Huy if he can help arrange support for Mum |

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| 02 Mental health red flags  What changes in me help me to know I might need support? | |
| My flags | Actions I can take when they happen |
| * Not being able to sleep properly * Thinking it’s all too much * Feeling anxious | * See my doctor * Talk to a counsellor * Go for a jog and try Beyond Blue’s [relaxation exercises](https://www.beyondblue.org.au/get-support/staying-well/relaxation-exercises) |

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| 03 Support people and resources  Which trusted contacts can I turn to for help? | |
| My supports | Steps I’ll take now |
| * Doctor, Beyond Blue counsellor (1300 22 4636) * Huy * [Heads Up](https://www.headsup.org.au/) * [Business Victoria](https://business.vic.gov.au/), [My Business Health](https://www.asbfeo.gov.au/my-business-health/home), [VSBC](https://www.vsbc.vic.gov.au/), [business.gov.au](https://business.gov.au/), [City of Stonnington](https://www.stonnington.vic.gov.au/Home) | * Add Beyond Blue’s phone number to my mobile * Speak with Huy * Access Heads Up’s guidance on [minimising workplace stress](https://www.headsup.org.au/healthy-workplaces/workplace-stressors) * Save key government websites to my favourites |

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| 04 If I need to take time out | |
| What I can do | How I’ll plan for this now |
| * Ask Ramesh and Jo to share the running of my business until I get back * Access available supports | * Speak with Ramesh and Jo * Call the Business Victoria hotline (13 22 15) |

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| 05 Returning to work after taking time out | |
| How I can do this and support my mental health | How I’ll plan for this now |
| * Cut back to 3 days a week for the first few weeks and then reassess * Keep connected | * Talk to the team about my plan * Connect with [SANE’s lived experience forum](https://saneforums.org/?_ga=2.88233307.1375475144.1576535641-1110983046.1570660628) |

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| Notes |

* Update in January 2024