

**PARTNERSHIP
PROGRAM**

Fact sheet: Recognising poor H.E.A.D.S.P.A.C.E. – perspectives from both oneself and managers

What is Headspace? ‘Headspace’ refers to the state of an individual’s psycho-physiological functioning as a result of exposure to a stressful event or adverse circumstance (Cunningham & Regan 2016).

Sign	What you should look out as an employee	What you should look out for as a manager
H eadaches and other physical illnesses	<ul style="list-style-type: none"> Experiencing frequent headaches or other types of pain? <p>Click here other physical signs of work-related stress</p>	<ul style="list-style-type: none"> Is he/she taking more sick days than usual?
E mootional state	<ul style="list-style-type: none"> Become easily agitated and frustrated? <p>Click here other emotional signs of work-related stress</p>	<ul style="list-style-type: none"> Does he/she look stressed while at work? Signs of social withdrawal from colleagues?
A ppetite	<ul style="list-style-type: none"> Is there a significant change in your eating patterns? Have you lost your appetite? Or are you eating more than usual? <p>Click here for more information on the stress-appetite relationship</p>	<ul style="list-style-type: none"> Do you see an obvious change in his/her eating?
D isinterest	<ul style="list-style-type: none"> Are you disinterested in work and other things you once were? 	<ul style="list-style-type: none"> Does he/her show signs of disinterest and lack motivation? Does he/she show signs of social withdrawal from colleagues?
S ick days	<ul style="list-style-type: none"> Do you find yourself taking (or wanting to take) a lot of sick days? 	<ul style="list-style-type: none"> Is he/she taking more sick days than usual?
P roductivity	<ul style="list-style-type: none"> Are you finding it difficult to complete work tasks in a timely manner? 	<ul style="list-style-type: none"> Is the quality of work he/she producing of standard?
A nnual days	<ul style="list-style-type: none"> Are you using your annual leave days? 	<ul style="list-style-type: none"> Is he/she taking an appropriate amount of annual leave?
C oncentration	<ul style="list-style-type: none"> Are you finding it hard to focus on tasks while at work? Difficult to remember things? 	<ul style="list-style-type: none"> Often find him/her doing tasks other than work? Or ‘zoning’ out?
E nergy	<ul style="list-style-type: none"> Do you lack energy for a good part of the day? Are you experiencing problems sleeping? 	<ul style="list-style-type: none"> Is he/she look tired/fatigued? Is he/she neglecting personal appearance?

It is important to note that these indicators are in no way exhaustive nor prescriptive – everyone is different and may respond to poor headspace and stress in different ways.