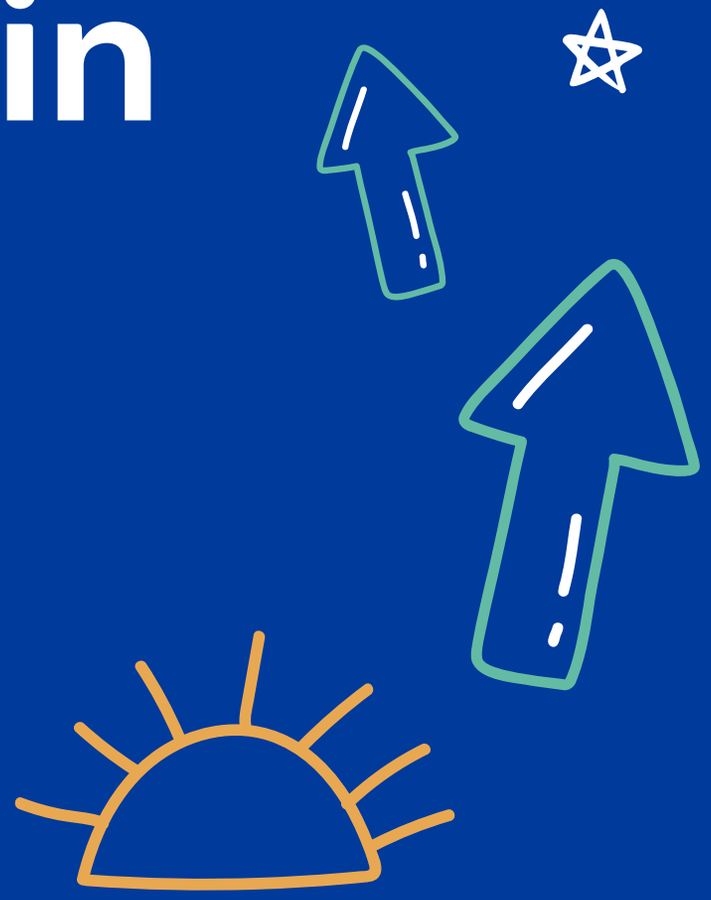
# Wellness Twin Workbook

## Reimagining You: Unlock your best self at work



indeed
Get what you need

# “True wealth isn’t found in our possessions, but in the richness of our presence and wellbeing.”



**Heshan Fernando**
Career wellbeing
and performance coach

H.F.C

Dear Reader,

The question of why your wellbeing and performance matter to me is deeply personal. My story begins in a home where work wasn’t just a part of life - it defined it. Work was a force that shaped my family’s entire existence, often in ways I didn’t fully understand till later.

I grew up watching my parents build a life for us with unwavering dedication. While they were physically present, I noticed the invisible weight of work and personal responsibility often left them drained emotionally and mentally. Like carrying a boulder on their shoulders - pressures and stresses which limited their capacity to be truly present and be their best selves.

Admittedly, I went on to adopt an unhealthy relationship with success, where work became my identity. Achieving success consumed me rather than being a fulfilling pursuit. My health, connections, and sense of satisfaction were compromised as I, too, lost touch with my true self and my purpose.

To this day the irony isn’t lost on me: far too many of us struggle to embrace and fully enjoy the life we’ve worked so hard to build. Creating a pattern where achieving success takes priority …and self-care simply becomes an afterthought.

My experiences have become the driving force behind an important mission. We spend most of our adult lives working, and when our wellbeing isn’t prioritised, we carry our burdens beyond the four walls of our workplace. We bring it into our family dynamics, our friendships and our communities.

This is about ensuring a future where others don’t have to endure the same experiences my family did. Living out the same patterns where we push beyond our limits, go above and beyond for others while neglecting ourselves - carrying both the frustration of our unmet needs and the disappointment of living below our full potential.

I believe we deserve better than to let our wellbeing rise and fall with the pressures of work and life. We deserve to break free from the cycles of success and self-sacrifice - to honour both our responsibilities and ourselves. Tomorrow isn’t promised, and to make each day our best, we must start with winning at work in a way that enhances, not detracts from, every other area of our lives.

This isn’t just a professional pursuit—it’s a human one. Our wellbeing matters because I’ve lived the alternative, and I know there’s a better way forward—one where we’re free to succeed and thrive as our true selves.

With deep commitment to your flourishing,



**Heshan Fernando**

# Your commitment

In today's world, headlines about declining wellbeing are everywhere. But here at Indeed, we're committed to redefining workplace wellness with genuine, practical solutions that make a real difference to Talent Leaders.

**Think of this workbook as your wellness guide, offering insights, encouragement, and tailored strategies for success that you can experience or share with your team.**

Our mission is to help you unlock your potential, find the harmony between your work and your true self, and focus on what truly matters.

By working through this workbook, you're making a commitment to:

- Prioritise your work wellness and personal wellbeing
- Develop sustainable success habits
- Create positive ripple effects in your workplace
- Build a more authentic leadership style
- Transform from surviving to thriving

Remember, this journey isn't about perfection—it's about progress. Your Indeed Wellness Twin is here to support you every step of the way.



## Why it matters

Investing in our people is investing in our business's success. Recent research from Indeed, in collaboration with Oxford, highlights that prioritising work wellbeing not only boosts morale but also brings measurable benefits to your organisation's bottom line and overall performance.[1]



[1] 2024 Indeed.com data, Global Work Wellbeing Report

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## 1 Rewire your thoughts

Develop your inner voice and ditch the “not enough” mindset. We’ll show you how to find fulfillment in your 9-to-5.


**Step 1:** Work-life performance review

**Step 2:** Get connected to your work values

**Step 3:** EQ mood tracker




## 2 Navigate Pressure Like a Pro

High-pressure situation? No sweat. Learn to handle it with grace and come out on top.


**Step 4:** EQ journaling activity

**Step 5:** The worry list


## 3 Find Your Sweet Spot

Balance isn’t a myth. We’ll help you nail that professional success while keeping your personal joy intact.




**Step 6:** 3-2-1 daily reflection

**Step 7:** Balancing your calendar to work best for you



## HAPPINESS

# 86%

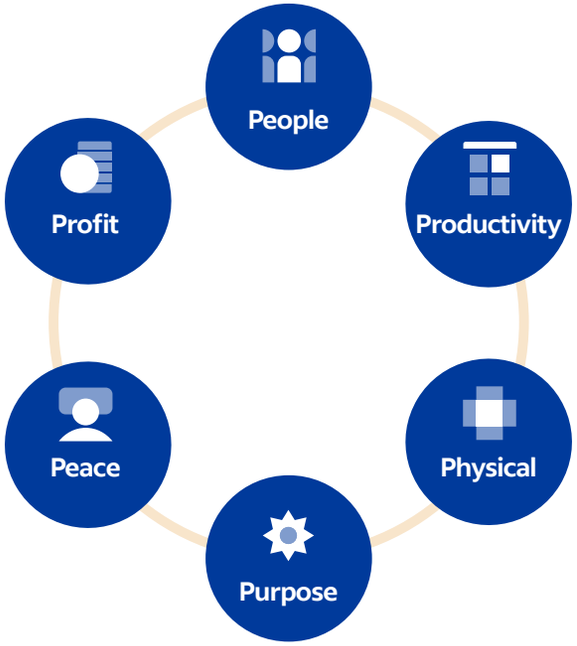
of workers globally report that happiness at work affects their mood at home.[2]

[2] 2024 Indeed.com data, Global Work Wellbeing Report

STEP 1:

# Work-life performance review

The 6 P's framework is a holistic approach that empowers individuals to evaluate and enhance key aspects of their lives. By focusing on *People, Productivity, Physical, Purpose, Peace, and Profit*, this method offers a comprehensive assessment tool that fosters balanced personal and professional development. This exercise provides a deeper understanding of your performance in each area, clarifies your vision of an ideal life both professionally and personally, and helps identify mindset barriers that may be holding you back.




Give a rating out of 10 for each statement **(1 = poor, 10 = excellent)**

**1. People**

Rate the quality of your work relationships:

Rate the quality of your personal relationships:

Why did you choose this rating and what action could you take?:

**2. Productivity**

Rate your daily work productivity:

Rate your daily personal life productivity:

Why did you choose this rating and what action could you take?:

**3. Physical**

Rate your physical health:

Rate your mental/emotional health:

Why did you choose this rating and what action could you take?:

**4. Purpose**

Rate your level of career success:

Rate your levels of personal fulfillment:

Why did you choose this rating and what action could you take?:

**5. Peace**

Rate your work stress levels:

Rate your personal life stress levels:

Why did you choose this rating and what action could you take?:

**6. Profit**

Rate your financial mindset:

Rate your spending habits:

Why did you choose this rating and what action could you take?:



## PURPOSE

# 71.5%

of Australian workers rank purpose as their leading indicator of workplace wellbeing, whilst nearly half (48%) of employees feel their work lacks a clear sense of purpose. This reveals a stark purpose gap in organisations today.[3]

[3] 2024 Indeed.com data, Global Work Wellbeing Report

STEP 2:

# Get connected to your work values

If you aren't aware of your values in the workplace, it's challenging to align your actions with them. When your actions don't reflect your values, it negatively impacts your happiness, satisfaction, sense of purpose, and increases stress, ultimately decreasing your overall wellbeing and performance. Complete this self-reflection exercise by considering what is truly important and unimportant to you at work to ensure your values are aligned with your professional life.

**1. Which is the most important to you at work?**

☐ Salary ☐ Promotion ☐ Achievement ☐ Bonus ☐ Job Perks

**2. What do you look for in a positive work culture?**

☐ Low stress environment ☐ Employee appreciation
☐ Being able to express my opinions ☐ Work having a clear purpose
☐ Support from leaders

**3. What is your preferred communication style at work?**

☐ Email ☐ Text ☐ Phone ☐ In-person chat ☐ Meetings

**4. How do others prefer to communicate with you at work?**

☐ Email ☐ Text ☐ Phone ☐ In-person chat ☐ Meetings

**5. What are your biggest stressors/triggers at work that impact you?**

☐ Heavy workloads ☐ Difficult work colleagues
☐ Unnecessary meetings ☐ Having my opinions ignored
☐ Feeling just like a "number"

**6. What do you make the most time for at work?**
Prompt: Look at your work calendar to gauge.

☐ Answering emails ☐ Meetings ☐ Chatting to colleagues
☐ My own work tasks ☐ Meal breaks

**7. What emotions do you experience the most at work?**

☐ Bored ☐ Sad ☐ Frustrated ☐ Relaxed ☐ Happy

**8. What emotions would you like to experience at work?**

☐ Gratitude ☐ Peace ☐ Joy ☐ Appreciation

Based on the above, what do you notice about what you value in your work life? What areas do you want to focus more or less on? Write down any insights.



## APPRECIATION

# 73.4%

of Australian workers say that their top driver of wellbeing is feeling appreciated by their employer. So take note, appreciation matters more than you think.[4]

[4] 2024 Indeed.com data, Global Work Wellbeing Report

STEP 3:

# EQ Mood tracker

Tracking your emotional state provides valuable insights into the patterns of your emotions throughout the year. By monitoring your feelings, you may identify trends, such as specific months that are particularly challenging or more enjoyable.

Use this mood tracker to measure and reflect on your emotions daily, helping you to better understand your emotional landscape and make informed decisions for your wellbeing.

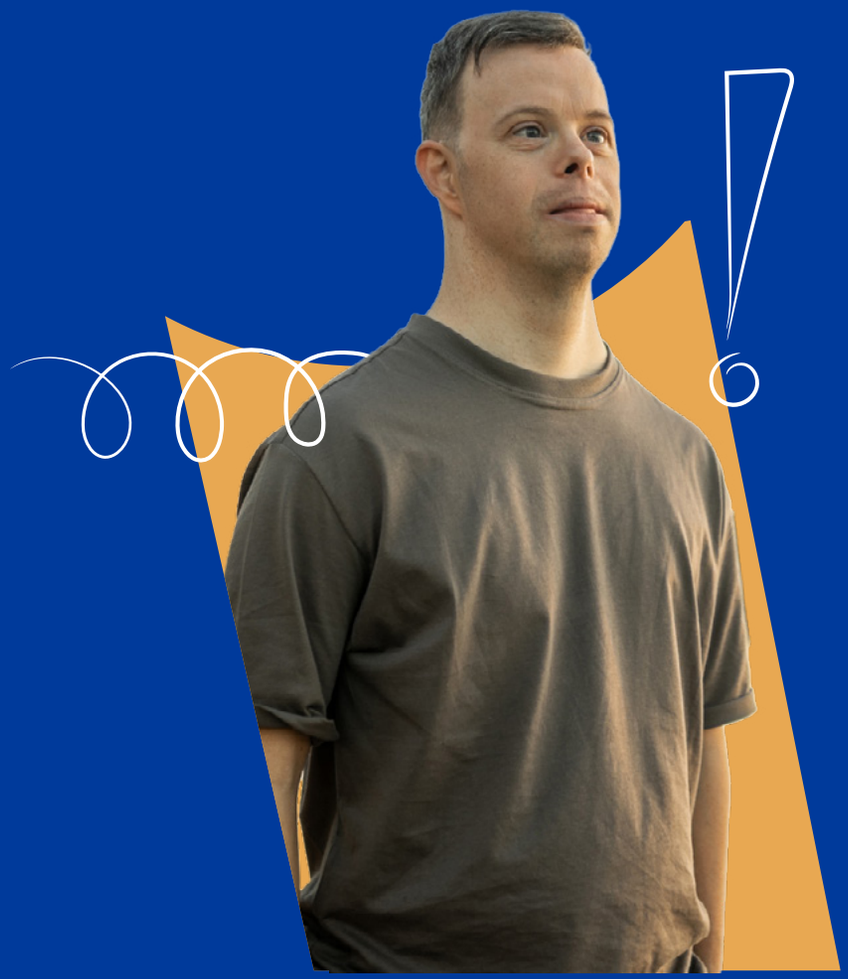
1. Rate how you feel once a day, ideally every morning. (1 = extremely poor, 10 = extremely good)
2. At the end of each month, write down your reflections on your emotional state - what contributed to your emotional state? Is there anything you need to adjust?



## Emotion tracker

| 1st | 2nd | 3rd | 4th | 5th | 6th | 7th |
|---|---|---|---|---|---|---|
| | | | | | | |
| **8th** | **9th** | **10th** | **11th** | **12th** | **13th** | **14th** |
| | | | | | | |
| **15th** | **16th** | **17th** | **18th** | **19th** | **20th** | **21st** |
| | | | | | | |
| **22nd** | **23rd** | **24th** | **25th** | **26th** | **27th** | **28th** |
| | | | | | | |
| **29th** | **30th** | **31st** | | | | |
| | | | | | | |

**Notes**



## THRIVING

# 23%

of Australian workers - less than one in four - report truly thriving at work.[5]

[5] Wellness at Work 2023 Report

STEP 4:

# EQ journaling activity

When facing a challenge or celebrating a triumph, take five minutes to write. This brief practice helps clear away mental clutter and nurture emotional clarity so you can feel energised.

In moments of challenge, journaling helps:

- Process complex emotions
- Find perspective
- Create calm before taking action

During times of achievement, it allows you to:

- Fully absorb your success
- Acknowledge your growth
- Capture the milestone's significance

This simple practice acts as regular maintenance for your mind—much like mowing a lawn keeps a garden healthy and orderly. Just five focused minutes can transform a cluttered headspace into one of clarity and purpose, preparing you to meet whatever the day brings.

Use the prompting questions outlined below to complete a journal entry:

**1. What emotions are you experiencing?**

**2. Why are you feeling this way? If you are feeling negative, what challenging situation did you face that caused you to feel this way? If you are feeling positive, what good things happened to bring about these feelings?**

**3. What, if any, limiting/disempowering/intrusive thoughts did you catch yourself having that caused you to react?**

**4. If you are facing a challenging situation, is there anything that needs your attention? If your situation is positive, what about this situation can you continue to double down on, to create more positive experiences in future?**

**5. What is the lesson this situation is trying to teach you?**

**6. Do you need to think differently going forward in a way that's more empowering?**



## ENERGY

# 47%

of Australian workers are energised by their excitement at work, followed by 41% who feel inspired to excel, and 39% who are motivated by being positively challenged. Energised employees are more engaged, productive, and happy at work.[6]

[6] 2024 Indeed.com data, Global Work Wellbeing Report

STEP 5:

# Create a worry list



Free your mind from everyday worries through this exercise. Just as you might declutter a closet, learn to sort through your thoughts – keeping what serves you and releasing what doesn't. By shifting from "what if?" to "what now?", you'll discover how to channel your energy into actionable steps rather than circular concerns.

**EXAMPLE:**

| My biggest worry | "what if" question (disempowering) | Negative frame (catastrophising) | "what now" question (empowering) | Positive reframe |
|---|---|---|---|---|
| I have to complete testing by this particular day, otherwise it will impact the release date | What if I don't complete testing by the due date? | If I don't feel capable of hitting this deadline, I'll be stressed for days leading up to it. If I get a bad performance review this year as a result of this, it will impact my bonus and become a major roadblock towards my promotion plans over the next 6 months. | What if I do complete the testing on time or do it faster than expected? | If I complete it before expected, my team will be very happy with me, all my stress will melt away and I will affirm that I can do things faster in future which will instill more |

| 1. My biggest worry | 2. "what if" question (disempowering) | 3. Negative frame (catastrophising) | 4. "what now" question (empowering) | 5. Positive reframe |
|---|---|---|---|---|
| | | | | |



## STRESS

# 60%

of workers globally feel stressed most of the time at work. This is the leading cause of low work wellbeing today.[7]

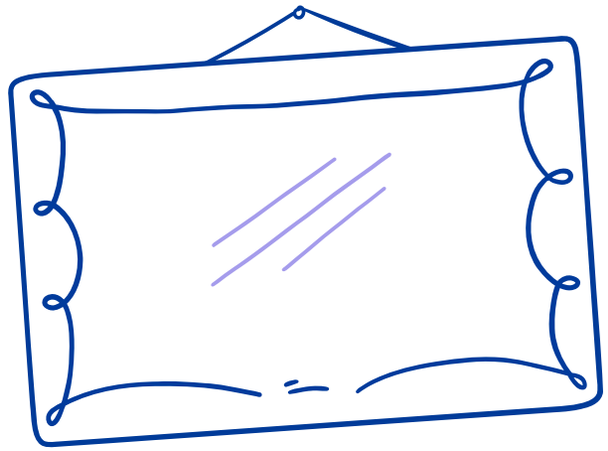
[7] 2024 Indeed.com data, Global Work Wellbeing Report

STEP 6:

# 3-2-1 daily reflection

Transform the end of your workday into a moment of meaningful reflection. This simple exercise helps you pause, appreciate, and grow, creating a boundary between professional and personal time. By highlighting three daily wins for every one area of growth, you train your mind to focus on the positive.

This practice shifts your brain's natural tendency to scan for problems, helping you notice and celebrate often-overlooked achievements. Think of it as upgrading your mind's operating system, moving from survival to a thriving mindset. Just a few minutes of reflection can close your workday with clarity and start your personal time with renewed appreciation.



**1. Write down 3 things you are grateful for (at least one professional and one personal):**

**2. Write down 2 things you are proud of yourself for (one professional and one personal):**

**3. Write down 1 thing you'd like to change or do differently tomorrow (professional or personal, your choice!):**



## COMMUNICATION

# 55%

of Australian employers believe that communication is the top critical skill of the future. Employees also agree with this sentiment, with 42% prioritising communication skills.[8] To boost workplace wellbeing, 41% of workers suggest regular, open communication from leaders.[9]

[8] Skillfully Aligned Report 2024
[9] Wellness at Work 2023 Report

STEP 7:

# Balancing your calendar to work best for you

Transform your calendar from a simple schedule into a blueprint for balanced living. This exercise helps you consciously craft your days, ensuring your most precious resource – time – flows toward what truly matters.

Think of time blocking as creating a flexible framework rather than rigid rules. By mindfully mapping out your ideal day, you build a clear vision of how you want to invest your hours. When unexpected demands arise (as they always do), this framework helps you make deliberate choices rather than reactive decisions about where your time goes.

Regular calendar reflection becomes your compass, helping you navigate between professional productivity and personal wellbeing. It's not just about managing time – it's about designing days that energise rather than exhaust, align with your values, and move you toward your vision of a fulfilling life.




**BALANCE**

**25%**

of Australian workers struggle to achieve work-life balance.[10]

[10] Wellness at Work 2023 Report



## FIND YOUR SWEET SPOT

1. Look at your work calendar for tomorrow. Fill out your calendar with categories of time blocks from the moment you wake up to the moment you go to sleep. Fill out the specific tasks that fit into those time blocks.

**Examples of time blocks you can use are as follows:**



**Morning routine.** Consists of everything you do to get your day started before work e.g. get dressed, prepare meals, get meals ready for the day, pack bag



**Work tasks.** Work-related tasks e.g. emails, preparing slide decks/ memos - whatever you do in a normal day



**Meal.** Breakfast, lunch, dinner and any other meal breaks you normally have



**Gym/exercise.** Dedicated health and fitness time



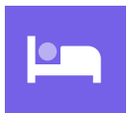
**Travel.** Commuting time



**Social activities.** Any catch ups/activities you have with friends/family



**Free time.** For anything extra you want in your week



**Bedtime routine.** Last block of your day and consists of everything you do to prepare for bed e.g. pack up for the day, brush teeth, reading



**Planning time.** Time spent preparing for the next day

2. Answer the following reflection questions:

1. **Enjoyment** - Am I looking forward to my work day? If not, why not?

2. **Purpose** - Am I connected to why I am doing the tasks I am doing?

3. **Peace** - Does anything in my calendar make me feel stressed? Why?

4. **Growth** - Do the tasks I have on for the next day challenge me to grow?

5. **Inclusion** - Does my day allow time to share with and learn from others?

6. **Work-life balance** - Does my work day impact my ability to make time for my personal life?

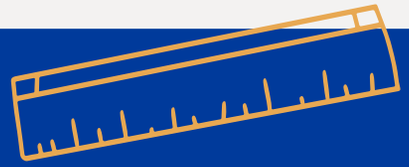
# Top tips from Heshan



## The longest journey a leader takes is just 35cm

Your mind masters the metrics, but your heart moves mountains. This tiny trip from brain to heart is where strategies transform into stories that stick.

When leaders disconnect from their emotions, they lose their authentic impact and ability to truly understand their people.



## Leadership is kind of like being a ninja gardener

Plant purpose like confetti, nurture potential like precious seeds, then watch as others harvest happiness in seasons beyond your own.

It's not about praise and glory, it's about providing the means and creating the culture for others to thrive.

## Your mind: either your leadership superpower or your kryptonite

A cluttered mind makes cloudy decisions. Unlocking your best self at work requires you to clear your mental desktop of intrusive thoughts, so you can watch your leadership clarity skyrocket from there. Remember that a simple mind equals stronger impact.



# About your workbook

Indeed is the No. 1 job site in the world[11] with 350M+ global monthly Unique Visitors.[12] Indeed strives to put job seekers first while providing quality matches for employers, fast, to support their hiring needs. Every day, we connect millions of people to better work to create better lives, combining the latest in AI technology and the power of human judgement and connection.

This workbook was developed in collaboration with Heshan Fernando, a career wellbeing and performance coach who combines his background in mechatronics, engineering and project management with accredited mindset coaching, to transform high-achieving professionals' approach to success.

After experiencing the negative impacts of stress-driven performance and inauthentic leadership, Heshan discovered a groundbreaking methodology that improves long-term performance without sacrificing authenticity or personal wellbeing. Now, he works with ambitious professionals from leading companies like NAB, AGL, BUPA, and the Big 4 audit firms, equipping them with unique strategies to unlock their full potential, find their purpose and achieve sustainable success.

Heshan's mission is to help career-driven individuals excel professionally while preserving what they truly value: their health, relationships, and happiness.

**We help people get jobs.**

[11] Comscore, Total Visits, March 2024
[12] Indeed Internal Data, average monthly Unique Visitors October 2023 – March 2024

