



HOSPO HEALTH

Leader Wellbeing Workbook

Building Your Personal Wellbeing Foundation

Introduction: Why Leader Wellbeing Matters

As a hospitality leader, you're likely to be exceptional at looking after others – your team, your guests, your business. But when did you last prioritise your own wellbeing?

Research shows that leaders in hospitality face unique pressures: irregular hours, high customer expectations, staff challenges, and the constant need to be 'on'. This workbook is designed specifically for you – to help you identify where you're thriving, where you're struggling, and most importantly, what practical steps you can take to improve your own wellbeing.

This isn't about your team. This is about you.

HOW TO USE THIS WORKBOOK

- **Be honest:** There's no one to impress here. Authentic reflection leads to real change.
- **Start small:** Don't try to fix everything at once. One meaningful change is better than ten abandoned intentions.
- **Return to it:** This is a living document. Revisit it quarterly to track your progress and adjust your approach.
- **Get support:** Share your goals with someone who can help hold you accountable.



As a hospitality leader, your wellbeing matters. This workbook sits alongside the HOSPO Health Wellbeing Framework to help you build practical strategies for looking after yourself and your personal wellbeing while leading others.



Your Current State: The Wellbeing Checkpoint

Before we dive into each pillar, let's establish your baseline. Rate yourself honestly on each pillar.

WELLBEING PILLAR	CURRENT RATING (1-10)	HOW I KNOW THIS RATING IS ACCURATE
Physical (energy, sleep, movement, nutrition)		
Mental (stress levels, emotional regulation)		
Social (quality connections, support)		
Financial (security, stress about money)		
Occupational (job satisfaction, purpose)		

WHAT PATTERNS DO YOU NOTICE?

- Which areas scored lowest?
- Which areas surprised you (higher or lower than expected)?
- Are there connections between low scores in different areas?

Physical Wellbeing



THE REALITY CHECK

IN THE LAST FULL WORK WEEK...	YES	SOME DAYS	NO	NOTES (OPTIONAL BUT POWERFUL)
I slept 7–8 hours every night	☐	☐	☐	
I ate regular, balanced meals	☐	☐	☐	
I intentionally moved my body (not just rushing around at work)	☐	☐	☐	
I finished work feeling physically okay (not exhausted or in pain)	☐	☐	☐	
I had energy for life outside of work	☐	☐	☐	

Your physical wellbeing story
(What's really going on with your body right now? Write without judgement.)

What are the warning signs you're ignoring? *(e.g. persistent back pain, constant fatigue, skipping meals, relying on caffeine or alcohol)*

The Deep Dive Questions

SLEEP (RECOVERY CAPACITY)

What time do you typically get to bed on work nights?

What time do you wake up? _____

How many hours of sleep does that give you? _____

How many nights per week do you get sleep that actually feels restorative?

What is the real limiter of your sleep right now? *(Be specific and factual - e.g. late finishes, after-hours emails, rumination, shift patterns, alcohol, screen use)*

If sleep is a lever for performance and long-term health: what would realistically need to change for you to gain one extra hour per night?

Capacity check

Compared to what you know is optimal, your current sleep is:

- ☐ Supporting performance
- ☐ Adequate but suboptimal
- ☐ Actively eroding recovery
- ☐ Unsure

MOVEMENT (PHYSICAL CAPACITY & RESERVE)

In a typical week, how many days do you intentionally move your body? *(Planned movement, not just steps at work)*

What types of movement have you enjoyed or sustained in the past?

What is the primary constraint right now? *(Time, energy, injury, pain, confidence, access, workload)*

Capacity check

Right now, your physical capacity feels:

- ☐ Building
- ☐ Maintaining
- ☐ Declining
- ☐ On hold

If you did nothing different for the next 5 years, what do you think would happen to your physical capacity?



NUTRITION (FUEL & METABOLIC SUPPORT)

Do you feel you're getting enough protein across the day to keep you full and energised?

- ☐ Yes
- ☐ Sometimes
- ☐ No
- ☐ Not sure

Do you regularly eat foods high in fibre *(e.g. vegetables, fruit, wholegrains, legumes)*?

- ☐ Most days
- ☐ Some days
- ☐ Rarely
- ☐ Not sure

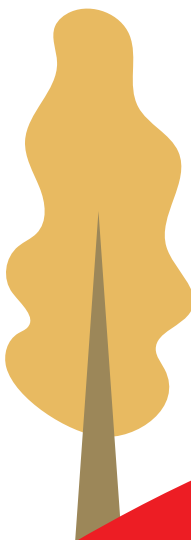
Approximately how much water do you drink during a workday?

- ☐ Less than 1 litre
- ☐ 1-2 litres
- ☐ 2+ litres
- ☐ I'm not sure

Energy signal

Across a workday, your energy is usually:

- ☐ Stable
- ☐ Declines steadily
- ☐ Peaks then crashes
- ☐ Highly variable



Your Physical Wellbeing Commitments

Don't try to do everything. Pick ONE area to focus on for the next four weeks.

My priority area:

- ☐ Sleep
- ☐ Movement
- ☐ Nutrition
- ☐ Energy

What I'm going to try:

(Be specific: 'In bed by 10:30pm on work nights' not 'sleep better')

Why this matters to me:

(Connect it to something you care about)

What might get in the way:

How I'll handle those barriers:

Who can support me with this:

How I'll know it's working:

(e.g. more energy, feeling better in myself)

My check-in date:

___/___/___

Mental Wellbeing



THE REALITY CHECK

How often do you experience these in a typical week?

EXPERIENCE	NEVER	SOMETIMES	OFTEN	CONSTANTLY
Feeling overwhelmed				
Lying awake worrying				
Snapping at people				
Racing thoughts				
Feeling flat or numb				
Anxiety about work				
Difficulty concentrating				
Dreading the day ahead				

Your mental wellbeing story

(What's the honest truth about your mental health right now?)

What are the warning signs you're ignoring?

The Deep Dive Questions



What are the top 3 things causing you stress right now?

1. _____
2. _____
3. _____

Which of these can you actually control or influence?

What do you currently do to manage stress? *(Include the helpful AND the unhelpful coping strategies)*

Helpful: _____

Unhelpful: _____

Who do you talk to when things are tough?

When did you last have a meaningful conversation about how you're really doing?

What stops you from reaching out when you need support?

What does rest look like for you? *(Not what it 'should' look like - what does it actually look like?)*

How much time in a typical week do you spend doing something that genuinely relaxes you? *(Be honest - doom-scrolling doesn't count)*

Have you ever talked to a professional about your mental health?

- ☐ Yes
- ☐ No
- ☐ I've thought about it

Support is available when you need it. Talk to friends, family, or your GP, and for crisis support you can contact:

Lifeline: **13 11 14**
Beyond Blue: **1300 22 4636**

Your Mental Wellbeing Commitments



Don't try to do everything. Pick ONE area to focus on for the next four weeks.

What I'm going to try:

(Be specific, e.g. 5 minutes of box breathing daily)

Why this matters to me:

(Connect it to something you care about)

What might get in the way:

How I'll handle those barriers:

Who can support me with this:

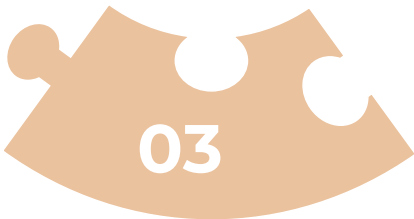
How I'll know it's working:

My check-in date:

___/___/___



Social Wellbeing



THE REALITY CHECK

IN THE PAST MONTH...	OFTEN	SOME TIMES	RARELY	NOT AT ALL	NOTES (OPTIONAL)
I've had meaningful conversations with friends	☐	☐	☐	☐	
I've socialised outside of work	☐	☐	☐	☐	
I've laughed, really laughed, with someone	☐	☐	☐	☐	
I've felt truly understood	☐	☐	☐	☐	
I've felt lonely despite being around people	☐	☐	☐	☐	

Your social wellbeing story

How connected do you feel to the people in your life right now? (Write honestly, without judgement.)

What are the warning signs you're ignoring?

The Deep Dive Questions

RELATIONSHIPS – YOUR CORE CIRCLE

These are the 3 to 5 people who energise you, who you can be yourself with, and who help buffer stress.

PERSON, RELATIONSHIP	LAST TIME YOU SPENT QUALITY TIME TOGETHER	HOW DO YOU USUALLY FEEL AFTER?		
		ENERGISED	NEUTRAL	DRAINED
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

What's getting in the way and currently making it hard to maintain or deepen these connections? (Select all that apply or note one key factor)

☐ Time / workload

☐ Energy depletion

☐ Shift patterns or long hours

☐ Work spilling into personal time

☐ Distance / logistics

☐ Emotional bandwidth

☐ Other:

If nothing changed over the next 6 to 12 months, would these relationships be strengthened, weakened, or unchanged?

☐ Strengthened

☐ Weakened

☐ Unchanged





The Deep Dive Questions Cont.

WORK RELATIONSHIPS

Do you have at least one person at work you can be honest with about how you're really doing?

- ☐ Yes
- ☐ No
- ☐ Sort of

What would make your work relationships feel more supportive? (e.g. time, trust, psychological safety, leadership behaviour, clearer expectations)

BOUNDARIES (PROTECTION OF ENERGY & TIME)



Boundaries are not about saying no — they're about protecting capacity.

How would you rate your ability to say no when needed? (1 = not at all, 10 = very strong)

Which relationship or area of your life most needs clearer boundaries right now? (e.g. work, family, clients, social commitments, self-expectations)

If that boundary was working well, what would actually look different?



Your Social Wellbeing Commitments

Don't try to do everything. Pick ONE area to focus on for the next four weeks.

What I'm going to try: (Be specific, e.g. apply better boundaries in my work life, spend more time with particular people)

Why this matters to me: (Connect it to something you care about)

What might get in the way:

How I'll handle those barriers:

Who can support me with this:

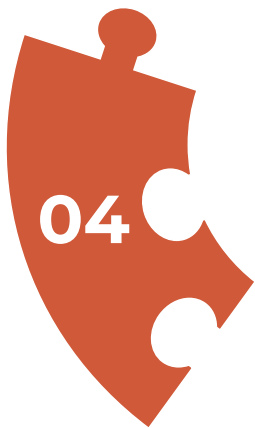
How I'll know it's working:

My check-in date:

___/___/___



Financial Wellbeing



THE REALITY CHECK

How often do you worry about money?

- ☐ Never
- ☐ Occasionally
- ☐ Regularly
- ☐ Constantly

What's driving that stress? Roughly break down how much of your financial stress is about each of the following. *(They don't need to add to 100% - this about insight, not precision).*

SOURCE OF STRESS	APPROX %
Not having enough right now	
Uncertainty about the future	
Debt or bills	
Lack of savings/buffer	
Other (please specify):	

Your financial wellbeing story
What's your relationship with money right now? (Write honestly, without judgement.)

What are the warning signs you're ignoring?

The Deep Dive Questions

FINANCIAL REALITY

Do you know exactly how much money you need each month to cover essentials?

- ☐ Yes
- ☐ No
- ☐ Roughly

If yes, what's that number (approx.)?
\$ _____

Do you currently earn enough to cover that comfortably?

- ☐ Yes
- ☐ Just
- ☐ No

Do you have an emergency fund or financial buffer?

- ☐ Yes
- ☐ No
- ☐ Sort of

If yes, how many months of expenses would it cover? _____

Do you have any debt that's causing you stress?

- ☐ Yes
- ☐ No

If yes, do you have a plan for addressing it?

- ☐ Yes
- ☐ In progress
- ☐ No
- ☐ Not sure

FINANCIAL BEHAVIOURS

How do you feel about money conversations?

- ☐ Comfortable
- ☐ Awkward
- ☐ Avoidant
- ☐ Anxious

Do you have a budget or spending plan?

- ☐ Yes, and I stick to it
- ☐ Yes, but I don't follow it
- ☐ No
- ☐ What's a budget?

What financial habits do you wish were different?

FINANCIAL CONFIDENCE & KNOWLEDGE

On a scale of 1-10, how confident are you with:

- Understanding your pay and super? _____
- Making financial decisions? _____
- Planning for the future? _____
- Knowing where to get help? _____

What financial information, support or education would be genuinely useful for you right now? *(e.g. budgeting basics, super clarity, debt support, future planning, talking to someone safely)*

Your Financial Wellbeing Commitments



Don't try to do everything. Pick ONE area to focus on for the next four weeks.

What I'm going to try: *(Be specific, list actions and steps)*

Why this matters to me:
(Connect it to something you care about)

What might get in the way:

How I'll handle those barriers:

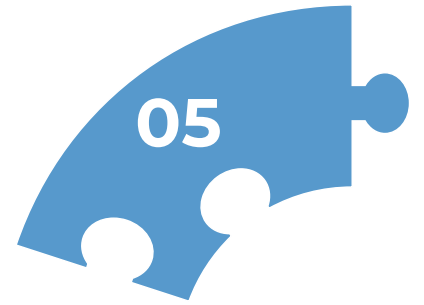
Who can support me with this:

How I'll know it's working:

My check-in date:

___/___/___

Occupational Wellbeing



THE REALITY CHECK

Answer these honestly:

STATEMENT	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
I feel valued in my role	☐	☐	☐	☐	☐
I have opportunities to grow	☐	☐	☐	☐	☐
I feel energised by my work	☐	☐	☐	☐	☐
I can see a future for myself in hospitality	☐	☐	☐	☐	☐
My work aligns with my values	☐	☐	☐	☐	☐
I have the resources I need to do my job well	☐	☐	☐	☐	☐
I feel supported by my manager/business	☐	☐	☐	☐	☐
I'm proud of what I do	☐	☐	☐	☐	☐

Your occupational wellbeing story

How do you really feel about your work right now? (Write honestly, without judgement.)

What are the warning signs you're ignoring?



The Deep Dive Questions

PURPOSE

Why did you get into hospitality?

Is that reason still true for you?

- ☐ Yes
- ☐ Partially
- ☐ No
- ☐ I don't know anymore

What parts of your role do you genuinely enjoy?

What parts consistently drain you?

JOB SATISFACTION

Rate the following on a scale of 1 to 10:
(1 = not at all, 10 = very strong)

How satisfied are you with your role? _____

How challenged do you feel? (not overwhelmed, appropriately stretched):

How much autonomy do you have? _____

How valued do you feel? _____

What would realistically need to change for these numbers to improve?

GROWTH & DEVELOPMENT

Where would you like to be in your career in 3 years?

What skills, experience or knowledge would help you get there?

What's currently stopping you from developing these areas? (e.g. time, cost, confidence, lack of opportunity, unclear pathway)

WORK-LIFE REALITY

How many hours did you work last week?

Is that typical for you?

- ☐ Yes
- ☐ No

Of those hours, roughly how many did you actually enjoy?

How often do you fully disconnect from work? (mentally and emotionally - not just leaving the workplace)

- ☐ Never
- ☐ Occasionally
- ☐ Regularly



Your Occupational Wellbeing Commitments

Don't try to do everything. Pick ONE area to focus on for the next four weeks.

What I'm going to try: *(Be specific, list actions such as workplace conversations to have)*

Why this matters to me:
(Connect it to something you care about)

What might get in the way:

How I'll handle those barriers:

Who can support me with this:

How I'll know it's working:

My check-in date:

/

/

Monitoring Your Progress and Moving Forward

Over the four weeks, this check-in is about noticing patterns, not fixing everything. You will see what supports your energy, and what quietly drains it. That awareness matters. Most change starts not with motivation, but with clarity.

As you move forward, take a moment to reflect on what has actually worked during this time and what hasn't. From there, choose one or two small, realistic commitments you're willing to protect over the coming weeks. Sustainable habits aren't about doing more – they're about doing what matters, consistently.

Keep this workbook and refer back to it over time to continue supporting your wellbeing.

Resources

MENTAL HEALTH SUPPORT:

- Lifeline: 13 11 14
- Beyond Blue: 1300 22 4636
- Employee Assistance Program (if available through your workplace)

FINANCIAL SUPPORT:

- National Debt Helpline: 1800 007 007
- MoneySmart (ASIC): moneysmart.gov.au

HOSPITALITY-SPECIFIC SUPPORT:

- HOSPO Health: hospohealth.com.au

FINAL THOUGHTS

You've spent your career looking after others. This workbook is permission to look after yourself – not as a luxury, but as a necessity.

You can't pour from an empty cup, but you also don't have to fill the whole cup at once.

Small, consistent changes compound over time. One better night's sleep leads to more energy. More energy leads to better choices. Better choices lead to feeling more in control. Feeling in control reduces stress.

Start somewhere. Start small. Start today.

Your wellbeing matters – not just for your team, your business, or your family. It matters for you.



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