Wellness plan tips

There are many ways to create a wellness plan. You can make it very complex or keep it simple. A great way to start is to find and use your organization’s project plan template.

For more ideas on how to get started, use the tips below.

# Mission

Your team could spend hours drafting an inspiring mission or vision statement, but a great way to help gain and sustain leadership support is to pick your mission from your organization’s strategic plan or key goals.

This is a high-outcome and high-control decision because it makes it easy to align the value of the wellness program to the organization.

When leaders ask why the wellness program is important, you can explain how the wellness program mission directly supports and aligns with a key organization strategy or goal.

# Goals and objectives

Your team could spend hours drafting impactful goals and objectives, but you could use the SmartHealth Worksite Wellness Roadmap to shape your wellness project plan.

For example, our roadmap has eight steps and related tasks for each step. By replacing the word “step” with “goal” and the word “task” with “objective,” you can quickly create eight key goals and relevant objectives.

We created the roadmap based on best practices from wellness leaders. Instead of starting from scratch, use the roadmap to build your plan. Example below:

**Goal 1: Get leadership support**

 Objective 1.1: Work with leadership to define the wellness vision for your organization.

 Objective 1.2: Ask what types of resources and budget leadership will provide.

 Objective 1.3: Ask which leaders will help promote or support the program.

**Goal 2: Form a team**

Objective 2.1: Form a diverse team with staff from different units, backgrounds, and work roles.

Objective 2.2: Define roles and create a team structure and workflow

**Goal 3: Collect information**

 **Repeat all the way to Step 8.**

# Team details

Names, roles, and responsibilities are a great start. Capture all key pieces within the plan.

# Communication details

You can keep this simple or complex. Perhaps you add elements to your communication plan each year. If your wellness team has a website, logo, and more, document your brand and creative work here.

Add other elements such as talking points, communication channels, strategy, and demographic data (think SmartHealth Data Dashboard) to build a robust communication plan.

# Promotion schedule

Map out what you will promote and when for the next year.

# Wellness policies

If your team or organization have policies to support wellness at work, keep track of them within your plan.

# Evaluate progress

The evaluation gives you a chance to think about what worked and what did not. It also makes it much easier to share your success with others.

Again, find out if your organization has a specific evaluation style to follow. You could also measure your success based on the wellness program goals and objectives.

# Share results

If you evaluated your progress, this section captures how you shared your results. This is also a chance to recognize the efforts of everyone who offered their time and support!