



# Workplace Wellbeing Plan Takeaway

Your guide to leading with resilience through everyday actions



## How to Use This Tool

Resilience isn't built in a single day — it's built in the everyday. Use this tool to pause, reflect, and focus on moments of care that strengthen you and your team. The **GROW framework** below helps you shape a plan you can put into action right away.



### G — Goal:

What's one thing I want to do differently to support wellbeing for myself or my team?

- ☐ Take a 5-minute reset before tough meetings
- ☐ Step outside for fresh air once a day
- ☐ Block “no-meeting” focus time
- ☐ Model boundary-setting by logging off on time
- ☐ Normalize taking lunch breaks away from desks
- ☐ Create space for staff to share wellbeing ideas in meetings
- ☐ \_\_\_\_\_ (your step)



### R — Reality:

What gets in the way of making that happen?

- ☐ Feeling rushed / no time
- ☐ Too many back-to-back meetings
- ☐ Staff shortages / workload demands
- ☐ Team culture doesn't prioritize breaks
- ☐ Technology / constant email interruptions
- ☐ Guilt about stepping away or modeling self-care
- ☐ \_\_\_\_\_ (your challenge)



## O — Options:

What small shifts could I try to make this work?

- ☐ Open team check-ins with a quick “temperature poll” (how’s everyone doing?)
- ☐ Encourage “adult recess” — 10 minutes of light activity, humor, or play
- ☐ Start meetings with 60 seconds of breathing or reflection
- ☐ Share one boundary you’re working on (e.g., no emails after 7 pm)
- ☐ Rotate staff to share “one thing that refuels me” at huddles
- ☐ Try visualization before a stressful task
- ☐ \_\_\_\_\_ (your idea)



## W — Will:

What’s the first step I will commit to this week?

- ☐ End Friday’s meeting with a gratitude round (“one thing I appreciated this week”)
- ☐ Add a calendar reminder to step outside at least 3x/week
- ☐ Block 10 minutes of “quiet work” between meetings
- ☐ Ask one team member what support would help them most right now
- ☐ Bring a wellbeing check-in question to the next supervisor huddle
- ☐ Encourage staff to note one “start/stop/keep” item for their own wellbeing plan
- ☐ \_\_\_\_\_ (your action step)

### REMEMBER:

Workplace wellbeing doesn’t require big overhauls. It grows from small, consistent actions — taking breaks, setting boundaries, practicing gratitude, or simply checking in with yourself and your team. Every step you take sets the tone for your workforce.