**[](http://www.livewellsd.org/content/livewell/home/Topics/worksite-wellness/LWatW-toolkit.html)WORKSITE WELLNESS TOOLKIT - WORKSHEET**

This worksheet outlines a simple framework with four components for worksite wellness: Plan, Do, Act, Assess.

This evidence-based framework includes the key elements found across the literature for developing healthy workplaces. These are the necessary steps needed to support efforts to successfully plan, develop, implement and reassess worksite wellness strategies. This information can be used to complete page 2.

**PLAN**

* How can you assess the needs of your employees?
* Who can champion your wellness efforts?
  + - * How can you get support from your upper management?

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* How can you communicate your worksite wellness vision to your employees?
* How do you prioritize your wellness goals and objectives?

**DO**

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* What ideas did you learn about designing and implementing wellness programs?
  + - * What types of incentives would you provide your employees?

**ACT**

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**ASSESS**

* How will you measure success?
  + - * How can you continue your worksite wellness program?

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Make a Commitment Today

Consider the ideas you wrote down on page 1. Select one action you can begin at your worksite.

**PLAN**

1. Identify one thing you can start doing in your workplace tomorrow.

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**DO**

1. What step is most needed to make it happen?

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**ACT**

1. What activity or program will you implement?

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**ASSESS**

1. How will you measure success?

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**For additional tools please visit** [**livewellsd.org/worksite-wellness-toolkit**](http://www.livewellsd.org/worksite-wellness-toolkit)