



Be Well

Organizational Action Plan Guide

ACTION STEPS

What task(s) will be done?

1

EX: *Random Acts of Kindness Cards Distribution*

RESPONSIBLE

Who will do it? Are there multiple parts with multiple accountabilities or just one?

2

EX: *Workplace Wellness Committee (Carol, Kim, Ron)*

TIMING

When will it be done? Once a year, quarterly, monthly?

3

EX: *Staff meeting each month*

RESOURCES

What do you need to complete this step? (People, money, tools)

4

EX: *Random Acts of Kindness Cards*

RESULT

What indicator(s) will be used to monitor the progress or effectiveness of the action item?

5

EX: *# of RAOK cards given to employees; # and % of employees that complete a RAOK*

TOGETHER WE CAN *build a better future!*





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