

## Action plan worksheet

Once you've decided on your priorities, you should develop a specific action plan to implement the programming you've selected. The action plan would include:

- Overall goals and objectives of your wellness program
- Specific recommendations on strategies to implement chosen activities
- Staff, resources and materials needed to make it happen
- Time frame for completion
- Evaluation plan to measure results

The action plan can also be part of a presentation to show management. This may help convince others the wellness program is needed and help get buy-ins for specific strategies and activities.

A sample action plan is shown below. (A blank action plan can be found in Appendix E.)

### Action plan worksheet (sample)

**Recommendations**.....Describe the strategies selected from the recommendation table

**Activities**.....List the activities required to meet the recommendation

**Materials, resources and personnel**.....List the individuals who will do the work and the resources and tools they need to get the job done.

**Time frame**.....When will implementation begin? How long will it take to finish?

**Evaluation method**.....How will you measure your successes and/or misfortunes?

Recommendations: Strategies to implement	Activities	Materials, resources and personnel	Time frame	Evaluation method
1. Provide incentive-based programs to encourage activity (e.g., pedometer walking campaigns).	Walking challenge	Walking teams, team captains, pedometers, recording sheets	Three months May to July	Pre/post survey of activity levels
2. Offer appealing, low-cost, healthy worksite food options, like fruits, vegetables, juices and low-fat dairy products in vending machines, snack bars and break rooms.	Inventory current options, increase healthy vending options	Mary Smith	Four months January to April	Count of healthy food options before and after the initiative
3. Support physical activity during duty time (flex-time)	Draft and implement company policy on use of break and lunch time for activity	Wellness committee and staff input, management sign-off	One month January	Policy in place; could also be a question as part of an annual survey