

## Staff Wellness Program Checklist

Objectives	Responsible Party	Date Achieved	Notes
<p><b>1. Meet with Administrators</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather Data:               <ul style="list-style-type: none"> <li>– Absenteeism Numbers</li> <li>– Substitute Costs</li> <li>– Employee Turnover</li> <li>– Sickness Costs</li> <li>– Interest from Employees</li> </ul> </li> <li><input type="checkbox"/> Create Presentation</li> <li><input type="checkbox"/> Schedule Meeting(s)</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p><b>2. Discuss Resources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create List of Resources</li> <li><input type="checkbox"/> Contact Potential Partners</li> </ul>	<hr/> <hr/>	<hr/> <hr/>	
<p><b>3. Identify Leadership</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appoint a Leader</li> <li><input type="checkbox"/> Assign Responsibilities</li> </ul>	<hr/> <hr/>	<hr/> <hr/>	

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Objectives	Responsible Party	Date Achieved	Notes
<b>4. Create Wellness Committee</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create Sign-up Sheets and Signs</li> <li><input type="checkbox"/> Send Invitation Letters to Potential Members</li> <li><input type="checkbox"/> Assign Duties</li> </ul>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	
<b>5. Gather Data</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create and Distribute Surveys to Determine Areas of Interest of Employees</li> </ul>	<hr/>	<hr/>	

### 6. Develop a Plan

What are the overall **goals** of the Wellness Program?

- 1.
- 2.
- 3.

What are the **objectives** of the wellness program? In other words, what must be done to achieve the goals? Remember that objectives should be specific, measurable, attainable, realistic and timely.

- 1.
- 2.
- 3.

## Staff Wellness Program Checklist

What partnerships/resources will be used/created to meet objectives and goals?

– **Partnerships:**

– **Resources:**

Which activities are you planning on implementing and when are you planning on implementing them during the first year of your wellness program?

Activity	Date(s)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## Staff Wellness Program Checklist

**Use this form for each of your planned promotions.**

- What activity promotion will you be doing?
  
- What is the date of this activity promotion?
  
- Where and how often will this promotion be done?
  
- Who will lead the activity promotion? Will they need additional help?
  
- Which equipment and/or resources will you be using for this promotion?
  
- How many financial resources will you need for this promotion?
  
- What are your goals of this promotion?