

10 Tool

Action plan template

It's a great idea to have a working group that helps to plan and deliver the Five Ways to Wellbeing in your workplace. Use this template to work out who is doing what, by when, how it will be communicated and the budget you might need.

Action	Who	When	Communications channel / collateral	Budget	Aligns with Five Ways
E.g. Schedule monthly working group meetings	Jono	June then Monthly			
E.g. Develop brief survey for distribution to staff with next internal newsletter	Ellen	June			
E.g. Order Five Ways promotional materials	Donna	July			
E.g. Promote first book club session	Leo	August	Newsletter, intranet		Keep Learning

This is an example only. Download the editable action plan template [here](#).

Worksheet

Action plan template

Action	Who	When	Budget and resources needed	Aligns with Five Ways