

Wellness Planning Template for Teams

Wellness isn't just individual—it's a shared commitment.

INSTRUCTIONS:

This worksheet helps your team create a realistic plan for building wellness into your work rhythms. Use it during retreats, planning meetings, or staff development days to collaboratively set intentions, assign responsibilities, and schedule check-ins.

Step 1: Define Our Team Wellness Vision

Why is wellness important for our team?

What do we want to be true about how we work and support each other?

About the Wellness Areas

The following categories reflect essential aspects of a healthy, sustainable work environment:

- Workload & Time: Ensuring tasks and expectations are manageable, deadlines are reasonable, and staff have space for rest and personal commitments.
- Emotional & Spiritual Support: Providing safe spaces for reflection, peer encouragement, prayer (if faith-based), and compassionate check-ins to nurture the inner life of staff.
- Communication & Feedback: Building open channels for feedback, clear messaging about priorities, and regular opportunities to share concerns or ideas.
- Recognition & Value: Celebrating team and individual achievements, affirming contributions, and fostering a culture where staff feel appreciated and seen.



- **Crisis & Stress Management:** Establishing protocols and supports for navigating stressful seasons, difficult situations, or emotional overwhelm—so staff know they’re not alone.

Step 2: Plan Sustainable Practices

INSTRUCTIONS:

For each wellness area, brainstorm one or more specific, realistic actions your team can implement. These should align with your values, be achievable within your work rhythm, and help create a culture of care. Then, assign responsibility for each action to ensure follow-through.

Wellness Area	Specific Actions or Rhythms	Who’s Responsible?
Workload & Time		
Emotional & Spiritual Support		
Communication & Feedback		
Recognition & Value		
Crisis & Stress Management		



Step 3: Check-In Rhythm

How often will we review our wellness plan as a team? (e.g., monthly, quarterly)

Who will facilitate the check-ins?

Step 4: Create Our Team Wellness Affirmation

Affirmations are short, powerful statements that reflect what we want to be true. They can remind us of our shared commitment to care and sustainability. As a team, write a wellness affirmation that captures your collective vision:

Examples:

- We create a culture where wellness is woven into everything we do—and everyone can thrive.
- We commit to rhythms of care that make space for growth, restoration, and connection.
- Our team is not just working together—we’re caring for each other.
- Wellness isn’t a luxury—it’s our shared responsibility and sacred commitment.
- Together, we choose to work in a way that nurtures both our mission and our well-being.

Our Team Wellness Affirmation:
