

The Everyone Thrives Toolkit

from humanworks 

*Well-being strategy
for individuals, leaders
& organizations.*

humanworks 

humanworks8.com



Everyone Thrives

Business Thrives When People Do


We believe people thrive when they are physically and mentally healthy, when they can to use their natural talents to accomplish their work and when they can contribute to something they believe in... and we're convinced that businesses thrive when their people do. Every business has an incentive to support their employees' growth and well-being:


- ⚙️ A healthier & happier workforce
- ⚙️ Controlled & reduced healthcare costs
- ⚙️ Strengthened talent recruitment & reputation
- ⚙️ Higher employee engagement & productivity


The benefits of thriving employees are so clear, the question for business leaders isn't "Should we invest in employee well-being," it's "How should we invest?" And the solution many businesses have adopted is to establish a "wellness program."

Weary of "Wellness Programs?"

Wellness programs present three distinct challenges:

 **Cost:** Wellness programs are expensive. When business leaders ask, "How should we invest?," they also must ask, "What can we afford?," because every business operates within a budget. **How can a business prioritize well-being in a cost-effective way?**

 **Time:** Wellness programs are time-consuming. When well-being is viewed as an additional program, it becomes one more item on the "to-do" list for every employee. **How can a business make well-being part of everyday life for their employees?**

 **Impact:** Wellness programs target the masses, not unique individuals. They offer a handful of well-being opportunities, but well-being is never "one size fits all." **How can a business engage more of their people with well-being?**

Well-Being & The 12 People Touchpoints

At **humanworks8**, we approach well-being as a way of life, not a program. We believe well-being needs to be woven into everything you do, beginning with your core values and extending into every program that impacts your people. Together, we integrate well-being into the 12 People Touchpoints of your business.



Create 365 Well-Being

Are you ready to incorporate well-being throughout your organization's existing programs & routines?

Is it time to expand your organization's view of individual well-being to include *purpose & balance* along with *nutrition & movement*?

Do you need to transform your wellness program into a daily practice within your organization's culture?

Begin your 365 Well-Being journey with **humanworks8**.

HOW TO USE *THE WELL-BEING ROADMAP*



INDIVIDUAL OR GROUP



120 MIN



ONCE PER YEAR

Personal well-being is a journey – use The Well-Being Roadmap to help you navigate. Each step in this tool is designed to equip you with greater clarity and control over your personal well-being, moving you closer to your goals and helping you to be at your best each day. Use this tool to establish your well-being goals, identify the source of your motivation, define a plan of action and build a team of support. Once complete, revisit and refine your roadmap often.

STEP 1: Identify Your Values (Your Foundation)

Your well-being goals come from what you value most. The Well-Being Roadmap begins with identifying personal core values to ensure you set well-being goals that are aligned to you. To identify your personal care values, there are three basic steps.

1. Give yourself 10 minutes to answer the questions, *What's most important to you?* And, *What makes you unique?* Write down as many thoughts as you can, with a minimum goal of 20-25 words or phrases. Use sticky notes and write only one thought per note.
2. Without getting rid of any sticky notes, organize them into 5-7 groups. Create groups based on similar ideas and trust your gut. Only you know the thought behind each one. Don't throw any away.
3. Finally, name each group by summarizing the most important idea. Write them an actionable phrase in the present tense, e.g. *"Lead With Love"*

STEP 2: Identify Your Purpose (Your Motivation)

We are driven by different purposes in different areas of our life. Consider your purpose at home, at work, in your community (and anywhere else) to highlight what motivates you to be well.

STEP 3: Define Your Milestones, Obstacles & Strategies (Your Plan)

In each of the four areas of well-being – Purpose, Balance, Nutrition and Movement - begin with an honest assessment of where you are today, then set a clear goal for where you want to be one year from now. Attempt to summarize it in 1-2 sentences. After that, identify the obstacles you know today and strategies you can use to overcome those obstacles. Realize your obstacles and strategies may change frequently. This part of your plan will need the most frequent revision.

STEP 4: Build Your Team (Your Accountability)

You're more likely to succeed if you have support. Write down 1-2 people in each area that can hold you accountable. Who can you count on to be honest with you, and challenge you if needed? Be sure to let them know you need their support.



NAME:

DATE:

STEP 1: IDENTIFY YOUR VALUES (YOUR FOUNDATION)

Well-being goals come from what you value most. Follow the process below to define your personal core values.

ANSWER THE QUESTIONS: Write at least 20-25 words or phrases that answer: What's most important to you? What makes you unique?

Tip: Don't judge the words or ideas as they appear in your mind, just write whatever comes to you. It's okay to repeat words.
Tip: Try asking yourself, "What's not important to me?" or "What's not unique about me?"

GROUP YOUR ANSWERS: Put ALL your answers above into 5-7 groups.

Tip: If you can't decide which group an idea should go into -put it in a "parking lot" and return to it.
Tip: Don't overlook repeated words, keep them!

NAME YOUR GROUPS: Name each group above by summarizing the most important idea with an actionable phrase.

Working Ideas:

My personal core values are:

Tip: Make your values something you can do. Write them as actionable phrases in the present tense.
Tip: Avoid aspirational ideas – keep them real and "gutsy." Make them unique, using language that means something to you.

STEP 2: IDENTIFY YOUR PURPOSE (YOUR MOTIVATION)

You're driven to reach your goals by your purpose. What relationships drive you to be well in each area of your life?

Why be well AT HOME?	AT WORK?	IN YOUR COMMUNITY?	WHY ELSE should you be well?

STEP 3: DEFINE YOUR MILESTONES, OBSTACLES & STRATEGIES (YOUR PLAN)

There are 4 pillars of well-being. In each area, consider your path from where you are today to what must be true one year from now.

PURPOSE <i>How do I express gratitude, give back, learn and grow?</i>	BALANCE <i>How do I manage relationships, responsibilities and self-care?</i>	NUTRITION <i>How do I fuel my body with the right things?</i>	MOVEMENT <i>How do I stay in motion and maintain an active lifestyle?</i>
<i>Where am I today?</i>	<i>Where am I today?</i>	<i>Where am I today?</i>	<i>Where am I today?</i>
<i>(Milestones) What needs to be true one year from now?</i>	<i>(Milestones) What needs to be true one year from now?</i>	<i>(Milestones) What needs to be true one year from now?</i>	<i>(Milestones) What needs to be true one year from now?</i>
<i>(Obstacles) What's in my way? What habits must I change?</i>	<i>(Obstacles) What's in my way? What habits must I change?</i>	<i>(Obstacles) What's in my way? What habits must I change?</i>	<i>(Obstacles) What's in my way? What habits must I change?</i>
<i>(Strategies) What can I do?</i>	<i>(Strategies) What can I do?</i>	<i>(Strategies) What can I do?</i>	<i>(Strategies) What can I do?</i>

STEP 4: BUILD YOUR TEAM (YOUR ACCOUNTABILITY)

The likelihood of reaching your well-being goals increases with a strong network. Who can support you in each area?

PURPOSE	BALANCE	NUTRITION	MOVEMENT

HOW TO USE THE LEADER WELL-BEING SELF-ASSESSMENT



INDIVIDUAL OR GROUP



30 MIN








ONCE PER YEAR

Leaders are the cornerstone of workplace well-being. Their actions show team members the importance placed on well-being across their team and throughout the business. Use The Leader Well-Being Self-Assessment to help your leaders recognize the impact they are having and create a plan to strengthen their well-being leadership.

STEP 1: Rate Yourself

Use the unique Likert scale shown below to rate your well-being leadership over the last year.

-  **5 = Look over here!** – *I'm setting an example to follow*
-  **4 = I've got this** – *I see this as one of my strengths*
-  **3 = Good enough** – *No one could say I'm not trying*
-  **2 = Nothing to see here** – *I don't address it*
-  **1 = Look away...** – *I'm setting a bad example*

STEP 2: Select Areas for Growth

Choose the areas in which you would like to improve your well-being leadership from the 20 questions you answered. Focus on areas where you rated yourself the lowest and remember to be realistic. You can't expect yourself to be at a "5" in every area. Consider the needs of your team and select 3-5 priorities to focus on over the next 12 months.

STEP 3: Plan Your Actions

Beginning with the areas you identified for improvement, write down one thing you could do differently to create a better outcome. Be creative. Discuss ideas with fellow leaders, perhaps seeking out a leader who rated themselves higher in your areas of interest.

STEP 3: Share






Create transparency and invite accountability by sharing the areas you want to improve upon with your team. Start a conversation by inviting your team members to share ideas and support you in this area. You may spark others to do the same.

Step 4: Repeat

Revisit the assessment again in 12 months to determine what progress you made and what new areas you might put focus on for the year ahead. Repeat annually to continue strengthening your well-being leadership.

Consider the well-being questions below.

Step 1: First, give yourself a rating from 1 – 5 for the last year.

-  **5 = Look over here!** – I’m setting an example to follow
-  **4 = I’ve got this** – I see this as one of my strengths
-  **3 = Good enough** – No one could say I’m not trying
-  **2 = Nothing to see here** – I don’t address it
-  **1 = Look away...** – I’m setting a bad example

Step 2: Look ahead and decide what rating you would like to see for yourself one year from now.

Step 3: Help yourself get there by answering, “What is one thing I could do to produce this change?”

Areas of Well-Being	My Rating Last Year	Desired Rating Next Year	My Well-Being Action
1. Do I model healthy lifestyle choices?			
2. Do I exhibit balance with my personal and professional priorities?			
3. Am I encouraging my team to engage in well-being opportunities?			
4. Do I share my own well-being activities or goals with members of my team?			
5. Am I able to speak confidently with my team about company benefits?			
6. Do I focus on gratitude and regularly express gratitude with my team?			
7. Do I celebrate individual or team well-being achievements?			
8. Do I regularly ask my team about their personal and professional goals?			
9. Do I seek a variety of perspectives on team issues and hire for diverse experiences?			
10. Do I encourage participation in surveys or gain insights through my own discussions?			
11. Do I stay up to date with company announcements, events and news?			
12. Do I communicate important updates about our business with my team?			
13. Do I share my team’s successes with other leaders in my company?			
14. Do I or does my team participate in volunteer or donation opportunities?			
15. Do I use my paid time off and encourage others to do so throughout the year?			
16. Do I show concern for the physical safety of my team?			
17. Do I talk about mental health with my team?			
18. Can I explain how my personal values drive my well-being actions?			
19. How would my family or friends rate my overall well-being?			
20. How would my team rate my support of their wellness journey?			

HOW TO USE *THE 12/12 WELL-BEING TOOLS*



INDIVIDUAL OR GROUP



45 MIN+



TWELVE+ PER YEAR

12/12 is a philosophy of workplace well-being that uniquely engages leaders to share one of their own well-being practices with the greater organization to inspire connection and demonstrate an overall commitment to employee well-being. Over the course of 12 months, 12 different leaders (or groups of leaders) host one companywide well-being engagement. Supported by the organization's well-being strategist, leaders focus on a passion from their own life that connects to one of the four pillars of well-being (Purpose, Balance, Nutrition or Movement). Use the 12/12 approach to increase employee participation, simplify your well-being strategy and reinforce your organizations commitment to daily well-being.

STEP 1: The 12/12 Well-Being Pitch

Well-being strategists or those responsible for their organization's well-being practices must gain support for this approach and secure leader buy-in. Use The 12/12 Well-Being Pitch to prepare for these conversations and anticipate questions that will be asked.

For larger organizations, consider extending the 12/12 philosophy to 52/52 (52 leaders over 52 weeks). The number isn't what matters - the involvement of the leadership team is the key to this approach. Executive participation won't go unnoticed.

STEP 2: 12/12 Well-Being Event Planning

Once you have alignment to move forward and identified the participating leaders, share The 12/12 Well-Being Event Planner with leaders to help them organize their event. Have a 1-on-1 meeting to discuss their ideas. Redirect ideas that aren't feasible and share best practices for these engagements. Clarify actions, owners, deadlines and explain specifically what support they can expect from you.

STEP 3: Schedule & Communication Plan

Develop a schedule for the year and be flexible, schedules should be expected to change over the course of a year. Begin working on a communication plan for the greater organization. What does everyone need to know? By when? Who will be communicating and how can leaders be involved in the promotion of their events?

STEP 4: Execute

As you move through the year, capture learnings and share them forward with the next leaders. Also, be ready to capture pictures, ideas and employee feedback/testimonials as you go. Be ready to expand and evolve the 12/12 idea for the following year as team members gain interest.



NAME:

DATE:

TO BE FILLED OUT BY THE WELL-BEING STRATEGIST/LEADER

How will our organization elevate well-being using the 12/12 philosophy?

1. What do we want to accomplish?
2. What are leaders being asked to do?

How does 12/12 support our company culture and well-being goals?

3. How will our organization's core values be represented in our 12/12 strategy?
4. Which of our organization's well-being goals are addressed by this strategy?

What are the expectations and parameters for leader involvement?

5. What are the leader deliverables? By when?
6. What kind of budget will leaders have for this project?
7. How many people do we expect will participate or attend?
8. What rooms and/or spaces are available to be reserved?
9. What technology resources are available to leaders?
10. What support is available to leaders from the well-being team?
11. What are the leader's next steps?

NAME / DEPARTMENT:

DATE:

TO BE FILLED OUT BY A PARTICIPATING LEADER

How will you model well-being for the members of our organization?

My 12/12 Event Title:

My 12/12 Event Description:

Supplies Needed & Associated Costs:

Room / Space Needed:

Amount of Time Needed:

What time of year is best for this event?

Well-Being Pillars Represented:

☐

PURPOSE

This session is about the way I connect to the things that motivate me.

☐

BALANCE

This session is about what I do to regain focus on key elements of life.

☐

NUTRITION

This session is about something I eat or do to fuel my body.

☐

MOVEMENT

This session is about a way I stay physically active and moving.

What three actions will you take to promote your session?

1.

2.

3.

What are the ideal outcomes for your session?

1.

2.

3.

About humanworks8

humanworks8 is a team of business consultants who improve an organization's bottom line by building sustainable people practices. Based in Milwaukee, Wisconsin, we solve business problems for clients nationwide, bringing work to life, and life to work through four end-to-end service solutions.

Through expert facilitation and collaborative implementation, we provide the framework to achieve your organization's next level of success, bringing work to life, and life to work through four end-to-end service solutions:

Core Value Touchpoints - Culture Development
The Kolbe System™ - Talent Engagement
The Way - Strategic Planning
The Leadership Model - Leadership Development

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