

Use this handy checklist to find out if your employee wellness plan is reaching its full potential. You might be surprised by the results!

**Promotion and participation from key executives, managers, and persons in leadership roles.** If the boss won't take part, you can't expect employees to follow suit!

**Promotion and participation among employees at all other levels of the organization.**

A wellness plan doesn't amount to much if you can't get follow-through from workers in numerous departments.

**Immediately & easy points of contact for wellness leaders.** When someone wants to learn more about the program, do they know to call YOU? How easy is it to track down your contact information?

**Maintain a Consistent Program Structure.** Consistency encourages the formation of habits, making it easier for employees to turn the wellness program into a regular part of their day.

**Incentives that Encourage Participation.** When all else fails, it's okay to rely on good old-fashioned bribery. Do you offer incentives that are meaningful and important to employees?

**Year-End Survey & Metrics Reporting.** It's critical to measure the success of your wellness program and share with leadership. This can be as simple as an employee survey or a compilation of health care data, participation metrics and testimonials!

**Healthy Environments.** Policies that emphasize wellness can have a big impact. Offer nutritious lunch and vending options, encourage walking meetings among employees or flexible work schedules to participate in webinars, meditations or virtual fitness classes.

**Consistent communication.** Wellness news can be featured right alongside employee success profiles. This keeps people informed and encourages them to work hard and gain their time in the spotlight.

**Holistic well-being approach.** Does your wellness program address more than just physical health? Programs need to focus on work-life balance, mental health, career & financial health to meet people with where they are at.

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## Tally your checkmarks. How did your wellness plan fare?

**7-9 Checkmarks Congratulations!** Your wellness plan is well on its way to success. Keep doing what you're doing, and if you have any boxes left unchecked, you know what project to tackle next!

**4-6 Checkmarks Good but not great.** You're getting some response within your organization, but you've probably already been able to identify a need for improvement. Figure out what points listed above deserve an emphasis and set a timeline to bring those things to fruition. You might be surprised by how quickly your wellness plan gets up and running.

**0-4 Checkmarks Your wellness plan is on life support!** It's time to resuscitate it. Hold meetings with leaders in your company and brainstorm a plan of action to turn things around. Always remember: a healthy workforce is a productive workforce, and when management sees the positive impact these strategies can have on the bottom line, they'll be far more inclined to take your recommendations to heart.