



# Wellbeing Action Plan Toolkit

## Let's Take Action!

Hey there!

Thank you for choosing to care for yourself today. This toolkit is an invitation to pause, breathe, and think about what you need to feel supported and well in this season of your life. A Wellbeing Action Plan is simply your own gentle guide to help you stay connected to what matters most for your wellbeing.

As you move through these pages, give yourself permission to keep things simple. Your plan does not need to be perfect or packed with goals. It only needs to feel honest and helpful for where you are right now. Small steps count and they add up in meaningful ways. This toolkit can feel almost like a companion as you create a plan that supports you in feeling steady, nourished, and well.

It can be incredibly helpful to talk through your ideas with someone who can listen, encourage, and help you stay on track. A LifeGuide, friend, or accountability partner can make this journey feel lighter and more motivating.

Whenever you are ready, let's begin.

Onward & upward,  
*The LifeGuides Team*

GOALS

PLAN

ACTION

# What Is A Wellbeing Action Plan?

## Care For Your Mind, Body, Heart, & Life

A Wellbeing Action Plan is a personal guide that outlines how you want to support your overall wellbeing. It brings awareness to how you are feeling, what you need, and the actions that help you feel productive.

### What A Plan Can Include

- What you want to feel or experience more of
- Small actions that support your wellbeing
- Habits or routines that help you feel grounded
- Boundaries that protect your time and energy
- People or resources that can support you
- Check-in points to reflect & adjust

### When To Use A Plan

- Starting a new role or life chapter
- Feeling overwhelmed or stressed
- Building healthier routines
- Preparing for or navigating life transitions
- Working through grief or healing
- Personal growth or goal setting

For extra inspiration on building habits, pair this with the [Healthy Habits Toolkit](#), and begin with small steps so your plan feels manageable.



# Why A Wellbeing Action Plan Matters

## Stay Focused, Motivated, & Cared For

A Wellbeing Action Plan gives you structure and clarity so you can care for yourself with intention. It helps you stay connected to your needs, rather than waiting until stress builds.

### Benefits of having a plan:

#### Clarity & Focus

- Helps define what supports your wellbeing
- Keeps priorities visible & accessible

#### Motivation & Follow Through

- Written intentions increase commitment
- Progress feels easier to notice & to celebrate

#### Emotional Support & Resilience

- Encourages regular self check-ins
- Helps prevent burnout & reduces stress

#### Support Helps You Succeed

Sharing your plan with someone supportive increases follow through. A LifeGuide or trusted person can help you stay motivated, break goals into steps, and encourage you along the way.

If growth or change at work is part of your wellbeing, pair this with the [Work Life & Career Support Toolkit](#).

# How To Create Your Wellbeing Action Plan

## A Simple Step By Step Approach

Use these steps to build a plan that supports your current season of life. Keep it simple and choose what feels realistic.

### Check In With Yourself

Pause & reflect on how you are doing

- What feels good right now
- What feels heavy or draining
- What you want more or less of

### Choose Your Focus Areas

Pick 2-3 areas that would make the biggest difference for your wellbeing this month/quarter (physical, social, financial, career, etc.)

### Plan Your Check In Points

Decide when you will review your plan, weekly or biweekly is often helpful

### Set Clear & Kind Intentions

Write 1-3 intentions for each focus area. i.e. "I want to feel more calm at the end of the day"

### Identify Support & Resources

Write who or what can support you

- LifeGuides
- Friend or accountability partner
- Toolkit that aligns with your focus

### Select Small Actions

Choose small steps that support each intention. e.g. 5 minute evening unwind routine

# My Personal Wellbeing Action Plan

Use this page as a template or recreate it in your own format.

**My top 2-3 wellbeing focus areas:**

1:

2:

3:

**My intentions for this season:**

(1-3 statements that describe how I want to feel or show up)

1:

2:

3:

**Small actions that support my intentions:**

(List 3-6 small steps)

1:

4:

2:

5:

3:

6:

**Who or what will support me:**

(People, tools, or resources)

**When I will check in with myself:**

(Weekly, biweekly)

**How I will celebrate progress:**

(Small rewards or acknowledgements)

# Tips For Staying On Track

## Supportive Ideas To Keep Your Plan Moving

Staying consistent can feel easier when you set yourself up with support that feels natural.

Here are ideas to help your plan stay alive in daily life:



Keep your plan visible on your phone, journal, or desk



Pair new actions with existing routines



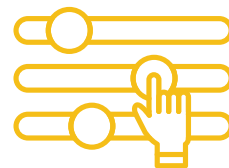
Share your plan with a Guide or friend for support



Celebrate small wins & effort, not perfection



Start small, then expand when ready



Adjust your plan if something stops working, without guilt

# When & How To Refresh Your Plan

## Life Changes, & Your Plan Can Too

Your wellbeing needs will shift over time. Refreshing your plan keeps it aligned with the season you are in.

### Refresh your plan when:

- Life changes
- Your priorities shift
- Something feels off or draining
- You complete a goal
- A new goal or season begins

### How to refresh in 10 minutes:

- Review what worked
- Release what did not work
- Choose new focus areas or intentions
- Keep 1 helpful habit that supported you
- Add 1 small new action

### We've Got Your Back

A Guide can be your accountability partner. They can help you create a personalized plan and adjust it as needed. Your chances of following through on your plan increase to 95% with someone alongside you! [Get started here.](#)