

Activate Wellbeing Toolkit



Estimated time: 40 minutes

4 PRIORITIZE AND PLAN YOUR ACTIONS

This step will help your unit prioritize feasible, rewarding, and energizing actions based on impact and effort, as well as capacity and the mental health of your group members.

- A** On the next page “Prioritize Actions”, take the actions you identified in Step 3 and categorize them according to **impact** and **effort**. Review and group the actions as necessary.

- B** Choose 1-3 impactful action(s) that are feasible, rewarding, and energizing. Consider your team’s strengths, capacity, mental health, internal assets, and budget when choosing actions.

- C** Work together to place the 1-3 actions in the appropriate order on the following page “Plan your Actions”. Build in accountability by including the name of the Action’s Lead and a rough completion date. Assign one person and an alternate to coordinate a time to revisit this plan in the next quarter.

Optional: Identify the actions you would like to work on in the medium or longer-term and assign dates to revisit.

- D** Once your unit has identified several actions to explore, go back to the Activate Wellbeing Toolkit webpage wellbeing.ubc.ca/AWT (or the slide deck) and click on step 5 for the final Measuring Success activity.

A note about prioritizing wellbeing when prioritizing actions

This process is intended to be supportive of wellbeing. To minimize undue stress related to increase workload, we recommend being conservative with the number of actions to which your team commits.

**High Impact &
Low Effort** ★

PRIORITIZE ACTIONS

**High Impact &
High Effort** ★

**Low Impact &
Low Effort** ★

**Low Impact &
High Effort**

PLAN YOUR ACTIONS OVER THE COMING YEAR

List Selected Actions, the Action's LEAD, and a rough Completion Date.

Immediate (<3 months)

E.g., NAME to circulate actions at next leadership meeting

Medium-term (3-12 months)

E.g., NAME to facilitate follow-up meeting in April with ALL to attend in December

Longer-term (1-2 years)

E.g., LEADER to report back to TEAM on progress of ACTION in 12 months