

04 Tool

Goal setting templates

GOAL SETTING TEMPLATE #1

Use this template to encourage and support your teams to set their own goals for how they can build more of the Five Ways to Wellbeing into their day.

Introducing the Five Ways to Wellbeing

Are there new activities the team has been curious about trying? Are there activities the team used to do in the past, that you'd like to get back into? How could the team do more of this at work?

As a team, we already [*Be Active, Give, Take Notice, Keep Learning, Connect*] by:

How it feels when we do this:

We'd like to start, or get back into, doing this by:

We could do more of this at work by:

Using this, we plan to:

Action:

e.g. Go for a walk at lunch once a fortnight as a team

By when:

Tomorrow and then fortnightly

GOAL SETTING TEMPLATE #2

Use this template to encourage and support individuals to set their own goals for how they can build more of the Five Ways to Wellbeing into their work and home lives.

Take a look at the activities below and tick any you have done in the last week.



Helped with homework or the dishes	Walked to work	Asked for help and learnt something new	Sat quietly in a garden or park	Phoned a friend
Supported a friend	Danced	Tried a new recipe	Watched the sunset/sunrise	Wrote a letter
Thanked someone	Used the stairs	Used Wikipedia to answer a question	Found out about a local issue	Played with kids
Made hot drinks for colleagues	Walked at lunchtime	Attended a course or took on a new task	Closed my eyes and breathed or practised mindfulness	Chatted with a neighbour
Paid someone a compliment	Did house work and/or gardening	Went to the library to get information	Listened to my favourite song	Talked or phoned instead of emailing
Smiled at a stranger	Walked my dogs	Read a book	Went to a park and noticed nature	Invited someone for coffee or a walk
Helped someone out	Took the walking school bus	Learnt a new word	Asked about someone's day and listened	Attended a local event with others
Add your own	Add your own	Add your own	Add your own	Add your own

SCORE: now add up the number of ticks in each column:

Are there any areas that have no or only one or two activities? Pick out something from the list or add something you would like to do that isn't noted and make time to try these out next week.

GOAL SETTING TEMPLATE #3

Use this template to encourage your people and teams to set their own goals for how they can build more of the Five Ways to Wellbeing into their day.

Take 5 minutes to think about the Five Ways to Wellbeing.

For each area, think of activities you enjoy doing – paying attention to things you haven't done for a while, and plan to do them. If there is an area where you can't think of anything you are doing, make an effort to try something new. Some examples are provided as inspiration.



- Say, "Good on ya mate". It only takes a second, but it can make someone's day.
- Have a clean out of the garage and your wardrobe and take unwanted things to a charity shop.
- Cook your partner a surprise dinner.
- Give your time or your skills by volunteering – at a local church, sports club or charity.
- Help out a family member by watching their kids for an afternoon.



- At the end of the day, ask yourself what you are grateful for or what made you smile today.
- Notice how you are sleeping. Try not to turn on the T.V. or take your phone, tablet or laptop to bed.
- Take notice of the changing seasons and get busy in the garden.



- Haven't seen a friend in a while? Give them a call or send them a text to see what they are up to.
- Have people over for dinner – share some kai and have a yarn.
- If a new co-worker joined the team or you got a new neighbour – invite them to grab a coffee and get to know them better.



- Talk to your relatives and find out more about your family history.
- Read a book about an interesting person's life or about a place you have always wanted to visit.
- Watch an interesting documentary or listen to a podcast.
- Learn a new recipe.



- Play a game of sport, or head to the beach for a swim.
 - Try a free trial at your local gym and see how you like it.
 - When you catch up with a mate, do a sport or a bush walk.
 - Get your running shoes out and see how far you can go.
 - Walk somewhere you would normally drive.
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