

Balance: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Provide management training focused on helping people leaders support both themselves and their direct reports in managing work/life demands.	Leaders are better equipped to manage their own personal stressors and lead by example, and be trained to assist workers to do the same.	Provide flex-time to workers to better manage their work/life demands and commitments.	Workers will feel more harmony between the various roles they hold in life, thereby reducing burnout.

We will measure progress by:	We will know we are successful if:
A review of absenteeism rates, as well as short-term and long-term leave data.	Workers are more engaged, 'go the extra mile' are more productive and produce higher quality work.