

WEEK 2 : Wellness Designed For You

A curated set of resources to help , your team, and your workplace to thrive at your own pace, in your own way.



This week's resources

1 30-Day Healthy Habits Challenge



A 30-day challenge designed to help you build, maintain, and celebrate healthy habits that support your physical, mental, and emotional wellbeing.

2 Habit Tracker Templates



Weekly and monthly habit tracking templates to help you stay consistent, accountable, and motivated as you build positive routines.

3 SMART Goal Workbook



A practical workbook to help you set Specific, Measurable, Achievable, Relevant, Time-Bound, Inclusive, and Equitable wellbeing goals.

4 Flexible Wellness Challenge Options



A collection of adaptable wellness challenges that can be customized to fit different workplace cultures, schedules, and employee interests.

5 Customizable Wellness Goal Sheets



Fillable goal sheets that support personal wellness planning, goal setting, and self-reflection across multiple dimensions of wellbeing.

6 Wellness Points & Rewards System



A points-based system that recognizes progress, encourages participation, and rewards healthy behaviours and team engagement.

7 Weekly Team Wellness Check-Ins



Simple check-in templates and prompts to encourage team conversations, share wins, identify challenges, and support collective wellbeing every week.



EXCELLENCE
CANADA

improving performance, recognizing excellence • améliorer le rendement, reconnaître l'excellence

Smartie Goal Workbook

WELLNESS DESIGNED FOR YOU

A practical framework for introducing structured, employee-led wellbeing goals across your organization. When employees set clear, personally meaningful goals using the SMARTIE framework, managers are better positioned to offer meaningful support – and organizations see measurable improvements in engagement and wellbeing.



STRATEGIC RATIONALE

Why SMARTIE Goals Matter

Research consistently shows that structured goal setting leads to stronger behaviour change outcomes. When employees set clear, personally meaningful goals using the SMARTIE framework, managers are better positioned to offer meaningful support – and organizations see measurable improvements in engagement and wellbeing.

Accountability

Clear commitments help employees understand what they are working toward and how to stay connected to their intention.

Motivation

Personally meaningful goals create a stronger reason to continue when competing demands or stressors arise.

Progress Tracking

Simple measures make improvement visible, which supports confidence, momentum, and informed adjustments.

Behaviour Change

Realistic actions reduce overwhelm and make healthy choices easier to repeat in the flow of work and life.

EMPLOYER INSIGHT

"Encourage employees to choose SMARTIE goals that align with their individual wellbeing priorities – honouring both their personal context and the diverse needs across your team."

WEEK 2 – SMARTIE GOAL WORKBOOK

THE SMARTIE FRAMEWORK — FROM INTENTION TO ACTION

Use the prompts below to help employees shape a goal that is concrete enough to act on, flexible enough to sustain, and personally meaningful enough to matter.

S

Specific

What exactly do I want to achieve?

M

Measurable

How will I track progress?

A

Achievable

Is this goal realistic for my current situation?

R

Relevant

Why is this important to me right now?

T

Time-Bound

When will I achieve this goal?

THE SMARTIE FRAMEWORK — CONTINUED

Inclusive & Equitable Goals

The final two dimensions of the SMARTIE framework ensure that goals reflect a commitment to inclusion and equity — both in how they are formed and how progress is supported.



Inclusive

Who should be considered when creating this goal?

Does this goal encourage participation, belonging, and accessibility for those who may be impacted?



Equitable

Does this goal consider different needs and circumstances?

Equity recognizes that people may require different supports, resources, or approaches to achieve success.

EMPLOYER INSIGHT

"Inclusive and equitable goal-setting acknowledges that employees start from different places. Supporting the process — not just the outcome — is what makes it meaningful."

SMARTIE GOAL PLANNING WORKSHEET

Wellness Goal Planning

Distribute this page to employees as part of your Healthy Workplace Month activities.

MY WELLNESS GOAL

What do I want to achieve?

MY WHY

Personal motivation

FIRST ACTION STEP

What will I do first?

POTENTIAL
BARRIERS

Obstacles I may face

SUPPORTS
NEEDED

People, resources, accommodations

VISUALIZING EXCELLENCE

Reflection: What will success look like for me?

EMPLOYER IMPLEMENTATION GUIDE

Introducing SMARTIE Goals at Work

The strongest implementation emphasizes autonomy, manager capability, and an environment where employees can pursue wellbeing goals safely and equitably.

Introduce goals as an invitation

Frame SMARTIE goals as a voluntary tool for clarity and support, not a performance expectation or compliance activity.

Equip managers to coach, not direct

Managers can ask reflective questions, help remove barriers, and normalize small steps without choosing goals for employees.

Protect psychological safety

Employees should never be required to disclose personal health details. Participation, sharing, and tracking should remain choice-based.

Recognize progress responsibly

Celebrate effort, learning, and consistency while avoiding comparison, ranking, or incentives that create undue pressure.

IMPLEMENTATION CHECKLIST

- **Set the context**
Explain why sustainable habits matter for wellbeing, resilience, and the quality of work life.
- **Provide choice**
Offer examples across mental health, workload boundaries, recovery, connection, and movement.
- **Create manager prompts**
Give leaders a short conversation guide focused on support, autonomy, and practical barriers.
- **Schedule touchpoints**
Use optional check-ins at two and four weeks to encourage reflection rather than inspection.
- **Share aggregate themes**
Use non-identifying feedback to understand what supports employees need organizationally.