

PERSONAL WORK PRIORITIES PLAN TEMPLATE

| Wellbeing area | Goal / Task Description | Goal Type (SMART) | Start Date | End Date | Priority (High/Medium /Low) | Status (To Do / In Progress / Completed) | Resources required | Contingencies | Reviewing strategies |
|---------------------|-------------------------|-------------------|------------|----------|-----------------------------|--|--------------------|---------------|----------------------|
| Physical Wellbeing | | | | | | | | | |
| Mental Wellbeing | | | | | | | | | |
| Emotional Wellbeing | | | | | | | | | |

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Physical Wellbeing Plan

| Activity | Start Date | End Date | Frequency | Priority (High/Medium/Low) | Status (To Do/In Progress/Completed) | Progress (%) | Notes |
|----------|------------|----------|-----------|-------------------------------|--------------------------------------|--------------|-------|
| | | | | | | | |

Mental Wellbeing Plan

| Activity | Start Date | End Date | Frequency | Priority (High/Medium/Low) | Status (To Do/In Progress/Completed) | Progress (%) | Notes |
|----------|------------|----------|-----------|-------------------------------|--------------------------------------|--------------|-------|
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Emotional Wellbeing Plan

| Activity | Start Date | End Date | Frequency | Priority (High/Medium/Low) | Status (To Do/In Progress/Completed) | Progress (%) | Notes |
|----------|------------|----------|-----------|-------------------------------|--------------------------------------|--------------|-------|
| | | | | | | | |

Review and Adjustments

Periodically review your goals, tasks, and overall wellbeing to ensure you are progressing as expected. Document any adjustments made and the rationale behind these changes.

| Review Date | Reviewer | Adjustments Made | Reason for Adjustment |
|-------------|----------|------------------|-----------------------|
| | | | |

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Usage Instructions

1. Wellbeing Area:

Identify and describe goals or tasks related to physical, mental, or emotional wellbeing. Use the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound) to clearly define each goal or task. Set a start and end date, determine the priority level (High/Medium/Low), and track the status (To Do/In Progress/Completed). Note down any resources required and contingencies (back-up plans) to manage potential obstacles. Regularly review and document progress or adjustments.

2. Physical Wellbeing Plan:

List physical activities aimed at improving your physical health. Enter the start and end dates for each activity, and indicate how often you'll engage in this activity (Daily/Weekly). Set a priority level, track the status, and monitor progress as a percentage. Add any relevant notes or comments for further context.

3. Mental Wellbeing Plan:

Outline activities designed to enhance mental health. Specify the start and end dates, and how frequently these activities will take place. Assign a priority level, update the status, and record progress as a percentage. Include notes or comments to capture any additional details.

4. Emotional Wellbeing Plan:

Document activities that support emotional wellbeing. Provide start and end dates, and note the frequency of these activities. Indicate their priority, update the status, and track progress as a percentage. Add any comments or notes to give further insight into these activities.

5. Review and Adjustments:

Periodically review your goals, tasks, and overall wellbeing to ensure you are on track. Enter the review date and the name of the reviewer. Document any adjustments made and the reasons behind these changes to reflect on progress and make necessary improvements.

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