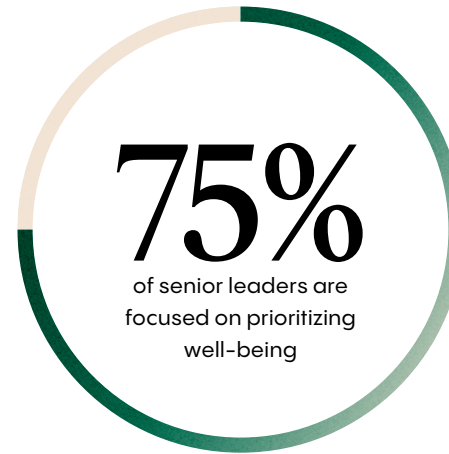
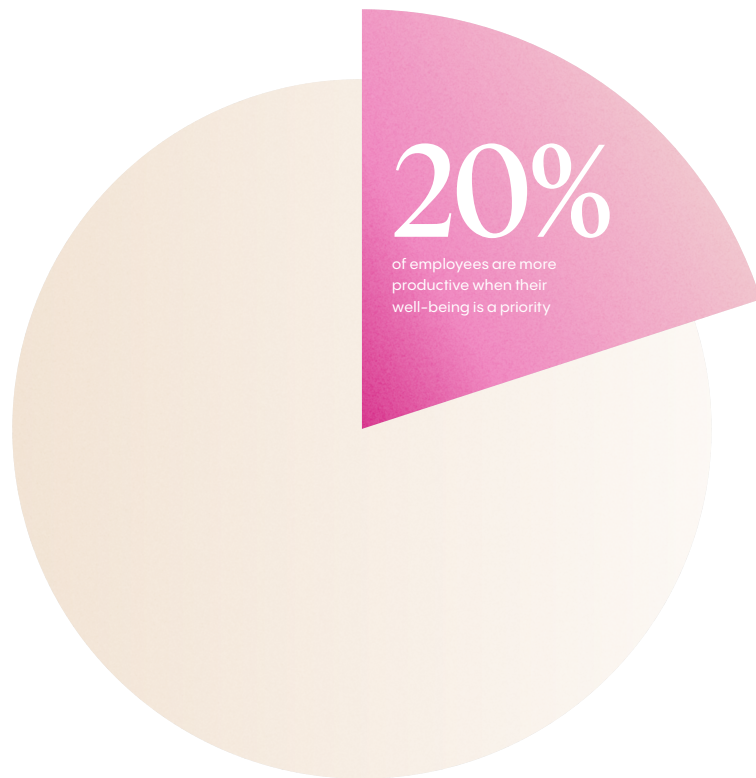


CHECKLIST

Well-being essentials for the workplace

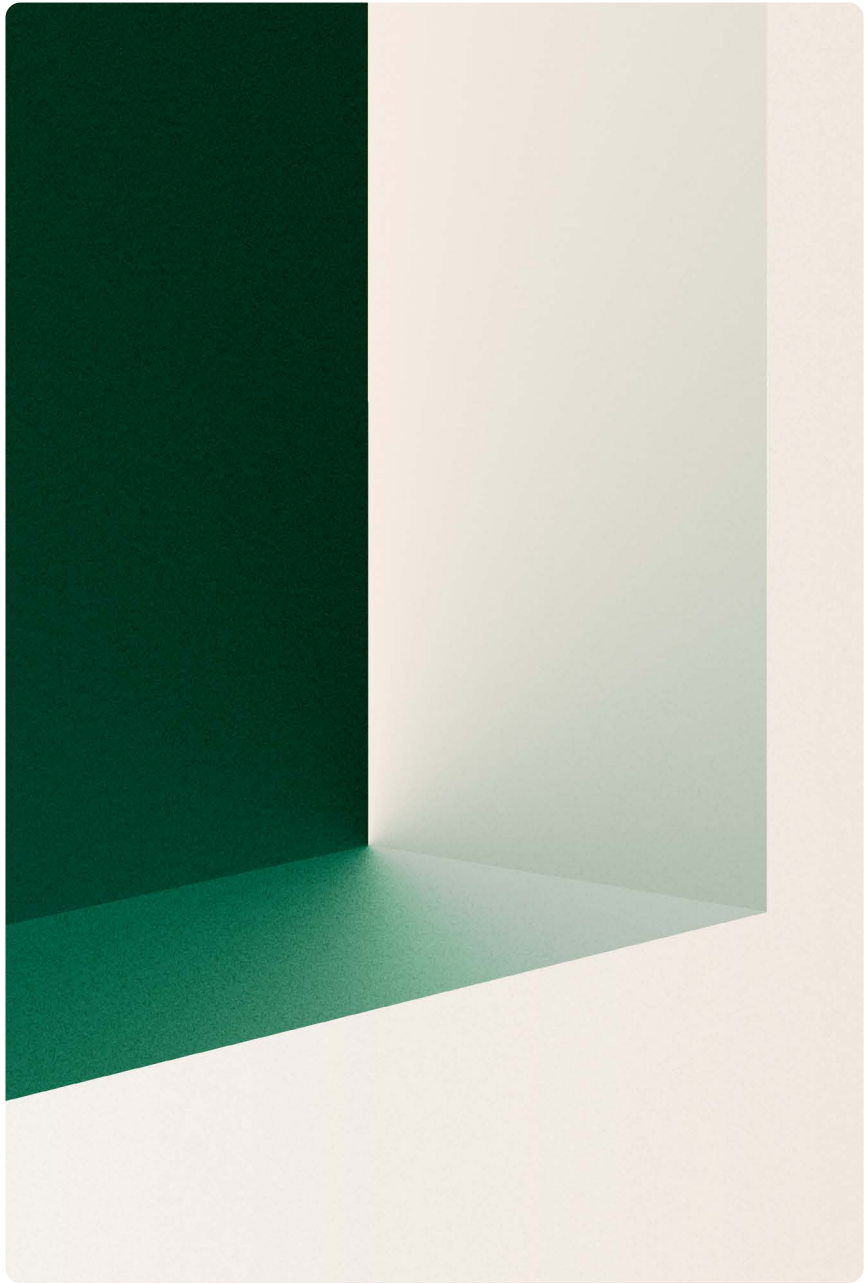
How to maintain and
protect employee wellness

In the war for talent, more and more people are quitting their jobs in search of better working conditions that prioritize well-being. Studies have shown that when employee wellness is prioritized, overall organizational efficiency increases, and workers are 20% more productive.



So the question is not **why** employers should focus on well-being but **how** they can create initiatives that best support their workforce. As hybrid working models grow in popularity, keeping employees connected and satisfied can often become more complicated. 75% of senior leaders are focused on prioritizing well-being, but with so many wellness-centric initiatives and tools out there, this process can quickly become overwhelming.

We've created this comprehensive checklist to help organizations easily boost well-being and improve employee experiences in the workplace. It's designed to identify which wellness needs must be met while helping you identify streamlined solutions that can maximize employee happiness and productivity.



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The foundations of workplace well-being

As the basis for our well-being checklist, we referred to the Mapiq pyramid of workplace well-being: a three-part hierarchy that dives employee needs into concrete needs, belonging needs, and actualization needs.



Concrete needs refer to the basic necessities in a workplace, like lighting, comfortable furniture, and temperature accommodations. Belonging needs reference the community essentials in the workplace, like social initiatives and communication points. Lastly, actualization needs include the philosophical requirements that must be met for individuals to feel a sense of autonomy and pride in their work.

Research has found that employees who are satisfied with their work are three times more likely to stay at an organization long-term, with a similar increase in overall retention rates. To create fulfilling wellness policies that support all their employees, companies must identify which needs are or are not being met.

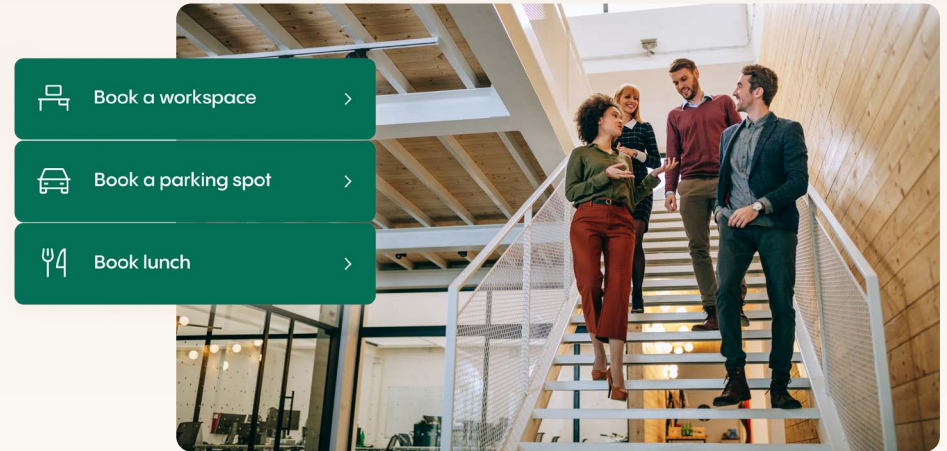
Concrete needs: Ensuring workplace essentials

Concrete needs are the essential facets of the workplace that employees require to feel protected and healthy. When evaluating your organization's concrete needs, consider:



Does your workplace support employee health?

Studies show that health-conscious teams have lower absenteeism and higher productivity rates. By optimizing office lighting, home working setups, fitness schemes, and more, employers can enhance the employee experience and support the health of their workers.



Does your technology help employees control their workdays?

Innovative digital solutions are key in making a day at the office more convenient so that employees can easily arrange their own workplace experience. However, too many tools can also cause “digital overload”: a situation in which an excess of tools increases stress while decreasing productivity and well-being. Therefore, implementing an ecosystem of workplace experience technology that responds to employee needs and allows individuals to control their workdays is essential.



Are employees able to easily give feedback on their workplace and workday experiences?

When employees feel listened to, they're nearly five times more likely to feel empowered in their job. Evaluate whether you have responsive feedback loops that can collect anonymous, in-depth reactions. This information can then be used to adapt workspaces and well-being processes accordingly so that they best suit the desires of your employees.

Belonging needs: Promoting valuable collaboration

Employees need connection and belonging to succeed in their roles. By promoting team contact, communication, and camaraderie, you can create a supportive office environment that helps workers feel like they belong. As you begin understanding how your organization can meet these belonging needs, consider:



How connected are your employees?

Studies show that employees with strong relationships at work have higher motivation levels; maintaining consistent lines of communication is vital to this. Examine how smoothly does information flow within your company? Do individuals frequently have informal meetings with their colleagues? If you lack these sources of connection, focus on team-building initiatives and encourage spontaneous collaboration.



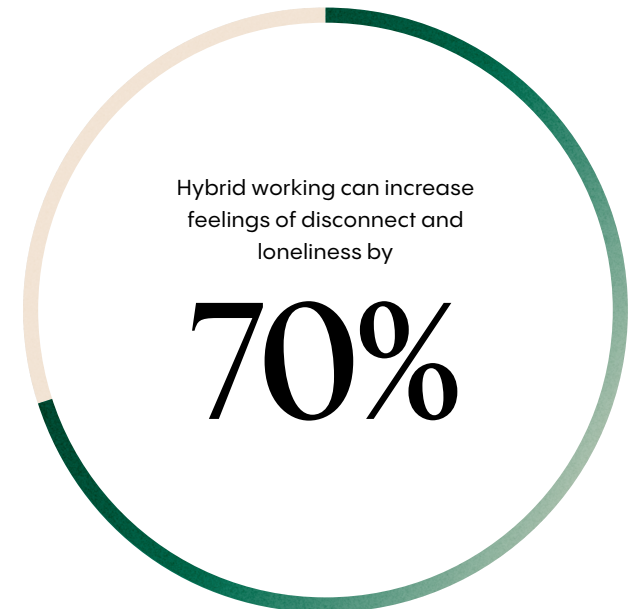
Does your workplace promote team cohesion?

Assess whether employees are aligned not only with their team but also with your company's values. If this cohesion is missing, consider how you can reimplement a sense of connection and belonging. For example, studies have found that consistent positive feedback leads employees to build longer-term relationships with organizations while having more fulfilling work experiences.



Does your technology connect remote and hybrid workers?

Hybrid working can increase feelings of disconnect and loneliness by 70%. Therefore, it's essential to meet belonging needs by prioritizing employee wellness, no matter where workers are based. Assess whether your digital tools enable synchronized communication to help employees to stay connected even while they're apart.



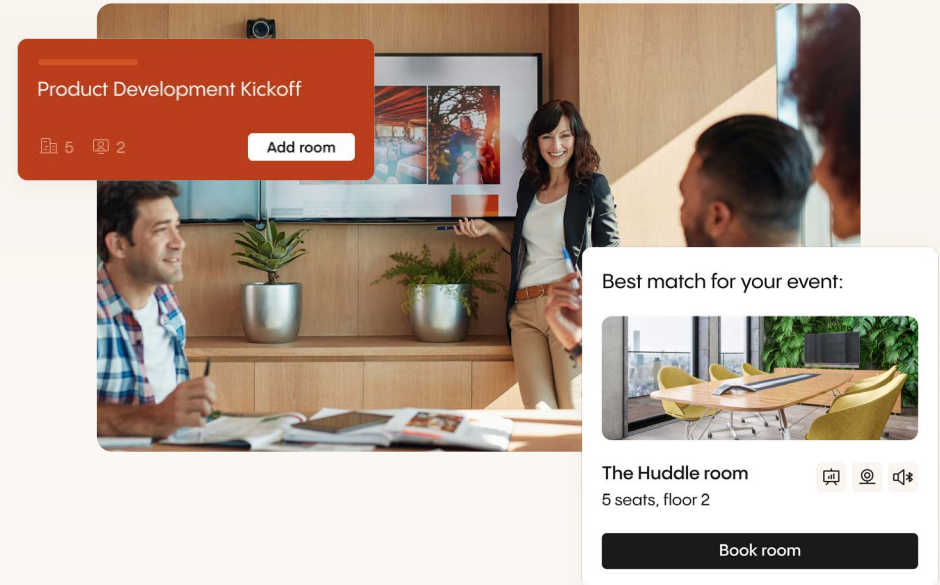
Actualization needs: Creating spaces for interpersonal growth

Actualization refers to a state of flow and ultimate performance that employees experience when they're fully satisfied within their role. When actualization needs are met, employees feel represented by company values and motivated to achieve a company's shared goals. To meet actualization needs, consider:



Does your organization have a clear sense of identity?

Employees can become unmotivated and disconnected without shared goals and a consistent set of values. Assess whether your people feel represented by your company's purpose and mission. If not, consider how those messages have been communicated to your workers and whether they need to be updated.



Can individuals reach their full potential?

When employees are able to experience actualization, they can easily grow and reach a sense of purpose within an organization. Look at how your company supports individuals to define their own paths and decide whether there might be barriers to this level of openness that should be removed.



Does your technology provide individuals with freedom and autonomy?

Technology has the power to give individuals complete control over their time and work lives, which can help workers feel personally connected to organizational tasks and their own career goals. Evaluate whether your technology is responsive and user-friendly enough to give employees this level of independence and oversight.



The well-being checklist:

Well-being is essential when creating a work environment that supports all employees' concrete, belonging, and actualization needs. However, understanding the intricacies of fostering such a culture can be daunting.

To help improve organizational wellness, we've developed this checklist so you can

fully understand what's needed to create happy, healthy, productive workplaces.

To meet concrete needs:

- ☐ **Create a responsive workplace feedback loop.**
With responsive feedback loops, you can collect anonymous feedback to understand if your spaces and workplace initiatives are actually giving workers what they need.
- ☐ **Assess whether your current technology matches what workers are looking for.**
By receiving feedback from your employees about the technological solutions they need, you can ensure that your tools make in-office workdays effortless rather than complicate them.
- ☐ **Optimize in-office temperature and lighting.**
Warm lighting is best for connection-centric spaces, whereas cool-toned lighting should be used in areas that require focus. Additionally, natural light should always be incorporated as it increases happiness and concentration.
- ☐ **Include incentives and amenities that support employee health.**
Nutritious lunches and fitness plans keep employees healthy and happy while signifying to potential recruits that you're a wellness-focused employer.
- ☐ **Communicate your financial position.**
To feel truly secure in an organization, employees need to understand whether a company is financially stable and able to support their needs. Communicate your organization's financial position to reassure employees of the company's future.

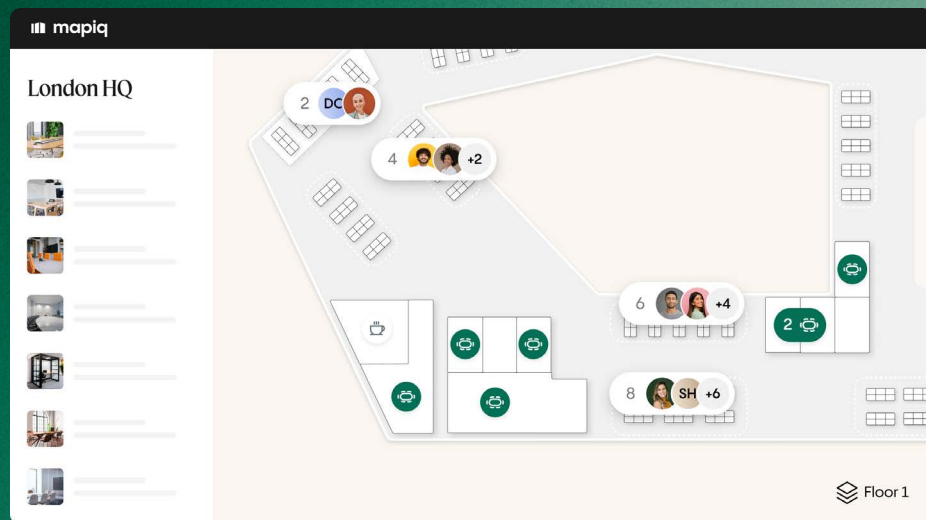
To meet belonging needs:

- ☐ **Establish strategies dedicated to hybrid collaboration.**
Consider adopting tools that maintain clear lines of consistent communication to bridge the gap that can exist between remote and in-office workers.
- ☐ **Create physical spaces dedicated to team-building within the office.**
Activity-based areas allow employees to spontaneously connect while giving teams the room effectively organize in-person meetings.
- ☐ **Champion employee interests.**
When people feel like they belong, they're more comfortable exploring their own passions as part of a group. Find ways to encourage individuals to explore their unique talents and integrate their interests into their work life.
- ☐ **Incorporate diversity and inclusion measures.**
Diversity and inclusion are important in encouraging a sense of belonging. Aim to communicate diverse and inclusive ideals to ensure that all employees feel represented.
- ☐ **Recognize employees' unique contributions.**
Feedback is always appreciated and can be necessary for creating a solid workplace support network. Such kind of input could be practiced through verbal praise, reward schemes, or financial incentives.

To meet actualization needs:

- ☐ **Clearly define your company values.**
Organizations must ensure that the values they promote actually reflect their employees' experiences. For instance, a company that purports to focus on innovation should inspire employees with their willingness to experiment at every level.
- ☐ **Consider the potential of flexibility.**
In an actualized organization, employees are empowered to complete their work in a way that suits them. This focus on flexibility leads to happier workers and more supportive workdays.
- ☐ **Enact policies that protect autonomy.**
Stepping back and trusting employees to complete work in the way that suits them best is vital when forging an actualized organization. Employees should always feel in control of their own work and their career paths.
- ☐ **Uphold transparent communication.**
Maintaining transparency helps build trust and allows individuals to feel included in a larger mission. Ensure that you always communicate your strategies, values, and ongoing goals.
- ☐ **Invest in well-being-centric technology.**
Employees with their actualization needs met possess a sense of freedom and autonomy. Technology should be used to accelerate this sense of control while reducing the time workers spend on redundant and time-consuming admin tasks. Scheduling tools, for example, allow employees to optimize their time and focus on value-driven workday activities.

Mapiq's well-being solution



Our workplace experience platform is designed to help businesses boost wellness, improve their space, and provide employees the autonomy they need to succeed.

With Mapiq employees enjoy the benefits of a digital workplace assistant that simplifies the day-to-day hassle of

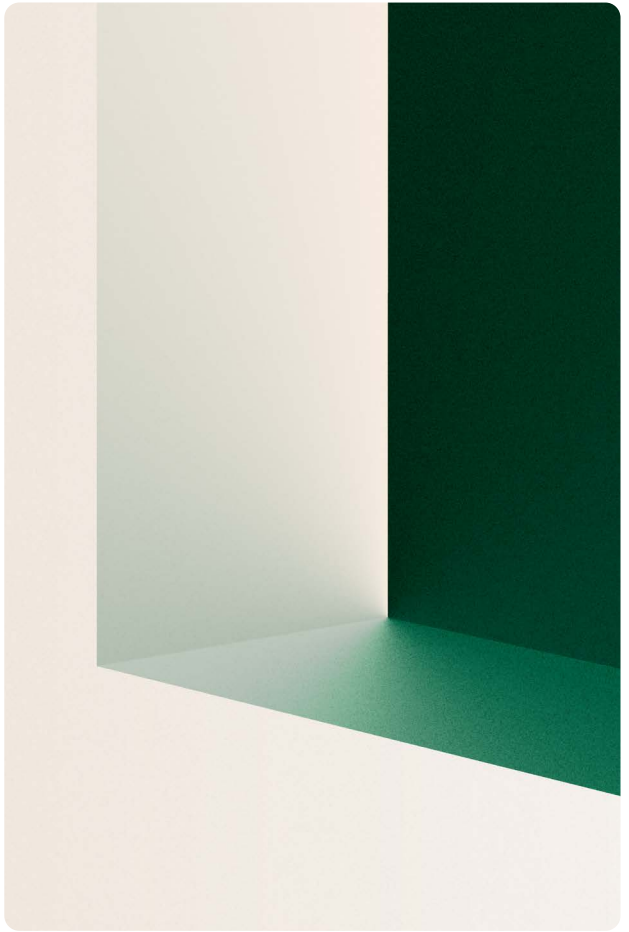
organizing their office routine, making sure that a trip to the office is worth the commute.

Mapiq supports:

-  **Meeting booking**
Hybrid meeting booking for both planned and spontaneous collaboration.
-  **Staying connected**
Meaningful connections by helping employees stay connected amid hybrid working.
-  **Data insights**
In-depth data collection to reveal how employees can best interact with their workspaces.
-  **Managing working days**
User-friendly onboarding and support designed to help employees control their workdays.
-  **Integrations**
Easy integrations with other workplace tools, along with SSO and Open API.

mapiq

Get in touch



Learn more about how Mapiq's people-centric tools can improve your workplace and team's wellness.

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Connect