



Brooklyn Org Wellness Prompt Library

Developed by **EIE** and **Full Circle Impact Solutions** | North Brooklyn Wellness Summit | 2024

Drafting a wellness strategy

Prompt:

"Our nonprofit organization is committed to fostering employee well-being and seeks to develop a comprehensive wellness strategy. Please assist us in creating a plan that includes:

1. **Assessment:** Methods to evaluate current employee wellness needs and identify areas for improvement.
2. **Program Components:** Recommendations for wellness initiatives tailored to our nonprofit context, such as mental health support, stress management, physical health activities, and work-life balance programs.
3. **Implementation:** Strategies for effectively rolling out these initiatives, including employee engagement tactics and integration into our organizational culture.
4. **Evaluation:** Metrics and methods to assess the effectiveness of the wellness programs and ensure continuous improvement.
5. **Best Practices:** Insights into successful wellness programs from other nonprofit organizations and how we can adapt these practices to our organization.
6. **Resources:** Identification of potential partnerships, tools, or platforms that can support our wellness strategy.

Please ensure the strategy is feasible for a nonprofit organization with limited resources and aligns with our mission-driven culture."

Conflict Resolution Role Play

Prompt:

"I am a staff member at a nonprofit organization and would like to practice a conflict resolution scenario with ChatGPT. Please simulate a situation where I need to address a disagreement with a colleague over project priorities. In this role-play, I will play myself, and ChatGPT will assume the role of my colleague. The scenario should include:

1. A brief background of the conflict.
2. Dialogue where I express my concerns and listen to my colleague's perspective.
3. Opportunities to practice active listening, empathy, and collaborative problem-solving.

Please provide feedback on my responses and suggest improvements to enhance my conflict resolution skills."

PrePTO Prep

I am preparing for time off and need to create a comprehensive checklist and summary notes to ensure a smooth handover to my colleagues. Please help me organize the following:

Key tasks that need to be completed before my leave.

Pending tasks and their current status.

Contact information and delegation details for any follow-ups.

Important deadlines or events occurring during my absence.

Any ongoing projects, including relevant background information and next steps.

Tools, documents, contacts, Tools, documents, or resources that my colleagues might need access to while I'm away.

Organize this information into a clear and concise format that can be easily shared. Please add placeholders for me to fill in specific details where necessary."

Time Management for Wellness

"I am a professional in a nonprofit organization seeking to optimize my time management. Here's a summary of my typical weekly schedule (or upload a copy of your schedule for the week or a month):

- **Monday to Friday:**
 - **8:00 AM – 9:00 AM:** Team meetings
 - **9:00 AM – 12:00 PM:** Project work
 - **12:00 PM – 1:00 PM:** Lunch break
 - **1:00 PM – 3:00 PM:** Administrative tasks
 - **3:00 PM – 5:00 PM:** Client consultations
- **Additional Commitments:**
 - Weekly staff training sessions
 - Bi-weekly board meetings
 - Monthly community outreach events

Please analyze this schedule and provide recommendations on:

1. **Prioritization:** Identifying high-impact tasks and ensuring they receive adequate focus.
2. **Time Allocation:** Assessing whether time is appropriately distributed among various responsibilities.
3. **Efficiency Improvements:** Suggesting strategies to streamline workflows and reduce potential time wastage.
4. **Work-Life Balance:** Ensuring the schedule supports personal well-being alongside professional duties.

Tailor your advice to the unique challenges of the nonprofit sector, such as limited resources and the need for flexibility."

Personal Wellness (at work)

I want to create a personal wellness plan specifically focused on improving my well-being at work. Please help me design a plan that includes strategies for managing stress, maintaining focus and productivity, setting boundaries, and incorporating physical and mental health practices into my daily work routine. The plan should also account for my personal preferences, such as [insert any specific preferences, e.g., taking short breaks, incorporating mindfulness, or avoiding over-scheduling], and provide actionable steps and tips that I can implement right away.