

Wellbeing Calendar Planner

How to use it, in plain steps.

Plan a year of wellbeing moments for every office, in about ten minutes. There are two ways to use it. Pick the one that matches the AI you have.

You use Microsoft Copilot, ChatGPT, Google Gemini or free Claude

Use the text file: *wellbeing-calendar-planner-prompt.txt*

Follow Option A

You have Claude Pro, Max, Team or Enterprise

Use the zip file: *wellbeing-calendar-planner.zip*. It gives the best results.

Follow Option B

OPTION A · ANY AI · 5 MINUTES

Copy and paste

- 1 Open the **text file**.
- 2 Fill in the lines under **"About us"**: your offices, languages, dates, priorities, busy times and format.
- 3 Copy **everything below the line**, paste it into a new chat, and press Enter.

Tip: if your AI can search the web, turn that on, so it can check the dates.

OPTION B · CLAUDE · SET UP ONCE

Add the skill

- 1 In Claude, open **Settings**, then **Capabilities**. Make sure **Code execution and file creation** is on.
- 2 In the **Skills** section, click **Upload skill** and choose the **zip file**. Don't unzip it first.
- 3 Start a new chat and ask, for example:

"Plan our 2027 wellbeing calendar. Our offices are Chicago (150 people), London (100) and Bengaluru (150)."

Claude asks for anything it still needs.

What you get: A table of the year, a short plan for each month, the public holidays to schedule around, session times for every office, and a list of dates to double-check.

What's inside the zip You don't need to open it

SKILL.md · The instructions Claude follows.

references · Our checked lists: awareness days by country, and Workbliss sessions by topic.

scripts · A small calculator that finds session times across time zones.

Good to know

No personal data needed: just offices, rough headcounts and languages.

Check any date marked "to confirm" before you publish.

It's a guide, not legal advice.