

**make
kindness
the norm.®** 

A year long journey of kindness, compassion, and self-care designed specifically for the workplace.

**THIS ISN'T
JUST ANY OLD
CALENDAR...**

**IT'S WAY COOLER AND IS HONESTLY
GOING TO CHANGE YOUR WHOLE LIFE.**

The Random Acts of Kindness Foundation created a 12 month workplace kindness calendar highlighting monthly themes structured to create a kinder work culture. Each month offers daily ideas for individuals to complete in a few minutes or less. On top of the daily ideas, there is a team-based activity that can be used to celebrate kindness each month as a team, a small group or the whole company!

Guess what? Science shows that the positive effects of kindness are experienced in the brain of those who participated in, received or witnessed the act, improving their mood and making them significantly more likely to “pay it forward.” This means one act of kindness in a crowded area can create a domino effect and improve the day of dozens of people! You can be that person. Imagine if those small acts changed the culture of your workplace.

Even though all of these activities and ideas are written for the workplace, please know that they can be adapted and done at home, individually or in your community! Kindness can be done anywhere at anytime so don't worry about that whole 9 to 5 thing.

We hope you enjoy this 12 month journey and invite you to join the RAKtivist (Random Acts of Kindness Activists) group on our website as well as on Facebook where you can tell us about your journey!

RANDOM ACTS OF KINDNESS
FOUNDATION®

randomactsofkindness.org

**TAKE
GOOD
CARE OF
YOURSELF. ♡**

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JANUARY SELF-CARE

2019

JANUARY IS ALL ABOUT SELF-CARE. THIS MONTH, HELP YOUR TEAM UNDERSTAND THE IMPORTANCE OF TAKING CARE OF THEMSELVES, BOTH MENTALLY AND PHYSICALLY.

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		Do something nice for yourself today.	Do something that you love today.	FREE DAY! What can you do to take care of yourself today?	Treat yourself to lunch.	Wake up early to appreciate the sunrise.																																																																																																																
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Close your eyes and take 10 deep breaths while thinking of someone who cares about you.	End your work day with gratitude by writing a gratitude list.	Write a list of five ways to be kind to yourself.	Make a healthy treat for yourself or enjoy a hot cup of tea.	Liven up your workspace with positive messages and inspirational quotes.	Get out, breathe the air and soak up some sunshine.	Remind yourself of a time you made yourself proud by going outside your comfort zone.																																																																																																																
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Expand your mind. Sign up for a free class or workshop to learn something new.	Ask a colleague what they appreciate about you.	FREE DAY! Get creative! Make up your own RAK today!	Place a plant on your desk or in your workspace.	Sign up for a yoga class.	Think of three things that you accomplished today.	Tap into your creative side! Write, paint, sing or dance!																																																																																																																
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Be kind to yourself today. You matter.	Make an effort to be kind in everything you say today.	Take a moment to listen to the kind things being said about you or to you.	Make a list of goals for next week and celebrate each one you complete.	Clean up your desk and/or work environment.	Go through emails and respond to what you can. Delete the ones you don't need.	Celebrate everything you accomplished this week!																																																																																																																
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Set positive intentions for this week.	Find your favorite inspirational quote, write it down and place it somewhere at work.	Address a concern or issue you've been having with a co-worker with a positive mindset.	Bring in your favorite treat to work and share with everyone! Share the recipe as well.	Write a letter to yourself at futureme.org about your positive attributes. Read it at a later date.																																																																																																																		

TEAM ACTIVITY

Have your team write down one positive thing about themselves every day. It can be about their appearance, their capabilities or skills, personality or attributes (determined, easy-going, etc.).

Have them keep the list going all month. At the end of the month, encourage them to write a letter to themselves incorporating all of the positive qualities and have them put it somewhere safe where they can open it at a future date to remind them how amazing they are.

DID YOU KNOW?

"Only 7 out of 100 people age 25 and over practice self-care in the United States on a daily basis." Let's spend January changing that statistic!

Source: Journal of the American Board of Family Medicine

**SHOW
A LITTLE
LOVE.♥**

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FEBRUARY

CARING & COMPASSION

2019

FEBRUARY IS THE MONTH OF CARING AND SHOWING COMPASSION. IT'S IMPORTANT TO SHOW YOUR COLLEAGUES THAT YOU CARE ABOUT THEM AND FOR THEM TO DO THE SAME FOR YOU.

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Remind yourself that every single person is going through their own struggles.	Offer to help complete a project for a co-worker.	Make sure everyone in meetings today feels included.	FREE DAY! Find a way to show someone you care today.	Keep an umbrella at work to lend out when it's raining.	Write a letter to a woman in your life that made a difference.	Show yourself compassion today.																																																																																											
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Leave unused coupons next to corresponding products in the store.	Leave a note of gratitude to the cleaning crew.	Leave a note of thanks for your postal carrier.	Lend a helping hand when you see an opportunity today.	Verbally acknowledge one of your colleagues strengths today.	Let someone merge in front of you in traffic today.	Give someone you love an unexpected hug.																																																																																											
RAK Day 17 #KindnessStartsWithOne	18	19	20	21	22	23																																																																																											
Give a gift to someone for no reason.	Help someone brainstorm for a project they're working on.	Do something that will make someone (and yourself!) happy.	Prepare a meal for someone struggling at work.	Put yourself in the shoes of someone who may be upsetting you.	Leave money at the vending machine so someone can enjoy a free treat.	Help someone with a heavy load.																																																																																											
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Give a friend or co-worker a book that has impacted you in a positive way.	FREE DAY! Find a way to show compassion today.	Send an encouraging email to a friend or co-worker.	Leave sticky notes with positive messages on the bathroom mirror.	When others gossip, be the one to chime in and say something nice.																																																																																													

TEAM ACTIVITY

Organize a meeting with the entire team. Provide pens and lots of colored sticky notes. Have everyone write down five acts of kindness (one for each sticky note) they can perform in your workplace or nearby.

Stick all the notes on the wall in a conference room, a bulletin board or somewhere in a shared space where everyone can see them.

Throughout the month, encourage people to grab a note off the wall and perform that act of kindness.

At the end of the month, see how many acts of kindness were completed!

DID YOU KNOW?

Did you know that when we practice compassion regularly we can improve our own health and longevity? By helping others, we help ourselves.

Source: huffingtonpost.com/-james-r-doty-md/compassion_b_1639200.html

BE BRAVE. ♥
BE YOU. ♥

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MARCH COURAGE

2019

MARCH IS THE MONTH OF COURAGE! THIS MONTH, CHALLENGE YOUR TEAM TO GO OUTSIDE THEIR COMFORT ZONE.

TEAM ACTIVITY

During the month of March, find a local organization that could use your help and find a day (or half day) when everyone can volunteer in person.

If that isn't possible, create a fundraiser and ask others to donate either money, gift cards or goods/services that the organization can use.

Be sure to check with the organization first so your efforts are meaningful.

When you're finished, celebrate as a team and maybe plan another volunteering event.

DID YOU KNOW?

Did you know that you can actively build the ability to be courageous? When you face your fears repeatedly, you break the influence they have on you.

Source: fearlessleaders-group.com/the-science-of-courage

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Plan to do one thing outside your comfort zone each day this week.	Try something new for lunch.	Share something fun about yourself that would surprise a co-worker.	Try listening without judgment and responding with empathy.	Ask yourself how you can help a co-worker or supervisor who might be troubled.	Apologize when you've made a mistake and accept someone else's apology.	Text an encouraging note to a co-worker who might have had a rough week.																																																																																																	
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List out five things you (and only you) bring to the work environment to make it better.	Tell someone why you're grateful to have them in your life.	If you're having a rough day, don't be afraid to let someone know.	FREE DAY! What is one way you can show courage today?	Spend the day trying to create positive energy with everything you say and do.	Say hello to a stranger and SMILE!	Share a positive review of a business partner or give a LinkedIn recommendation.																																																																																																	
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Buy a coffee for someone in line behind you.	Remind yourself why your job is important and why they hired you.	Spend 10 minutes journaling what your life will look like two years from now.	International Day of Happiness #InternationalDayOfHappiness Go for a walk with a co-worker. Get to know them a little better.	Say hello to three strangers today.	Give someone a call today and let them know you are thinking about them.	Dance for at least five minutes, even if you're alone.																																																																																																	
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Get rid of 3 things you never use.	FREE DAY! How can you go outside your comfort zone today?	Find a moment to be truly present.	Tell someone two things you appreciate about them.	Write a note of recommendation for an employee.	Celebrate your March activity success as a team.	Apologize to someone with whom you've had a past conflict.																																																																																																	
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Leave a sticky note on someone's phone letting them know you value them.																																																																																																							

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APRIL INCLUSIVENESS

2019

APRIL IS ALL ABOUT INCLUDING OTHERS.

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31	1 Introduce yourself to someone new today and ask them about something they enjoy doing.	2 Invite a colleague to have lunch with you today.	3 Send a group text message to several people on your contact list with an uplifting quote.	4 Try a new coffee shop or restaurant today.	5 Bounce an idea off of someone unexpected in your office.	6 Find one way to be more involved in your community.																																																																																																															
7 Stop to have a conversation with a homeless person today.	8 Rotate who runs your meetings.	9 Talk about something other than work with a colleague.	10 FREE DAY! How can you include someone in your work today?	11 Connect with a new group of people on social media.	12 Show a genuine interest in others today.	13 Start a new book about a topic that is completely new to you.																																																																																																															
14 Learn about holidays celebrated by cultures different from yours.	15 Find a different area in your office to work from today.	16 Take time to listen to someone's ideas.	17 When others are gossiping, be the one to chime in with something nice.	18 Stand up for someone or something you believe in.	19 Have a meal with someone new.	20 Plan a neighborhood block party so everyone can get to know each other.																																																																																																															
21 Prepare a favorite treat to share with your colleagues tomorrow. Share a fun memory of eating that food.	22 Earth Day #EarthDay FREE DAY! Be inclusive of others.	23 Remember that no one is perfect & we all make mistakes.	24 Learn something new about a different culture.	25 Research your family tree & share what you learned with a colleague or two.	26 Host a potluck! Invite people to bring a dish from their original or adoptive culture.	27 Treat yourself to a healthy lunch.																																																																																																															
28 Take a slow walk through your neighborhood today and say 'hi' to someone you pass by.	29 Listen to everyone's opinion and thank them for sharing.	30 Celebrate all that you've done this year and all the kindness you've spread!	1	2	<table border="0"> <tr> <td colspan="7">MARCH</td> <td colspan="7">MAY</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		MARCH							MAY							S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa						1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31	31													
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TEAM ACTIVITY

Undercover Agents

Put the names of each person from your team on a slip of paper in a bowl or hat.

Then, have everyone draw one name. Don't reveal whose name you drew.

Your mission is to perform an unexpected act of kindness for a colleague whose name you have drawn. Make sure it is a big enough act for them to notice and doesn't cost much (or any) money.

Keep it a secret, if possible! Don't let them know who did the act of kindness.

DID YOU KNOW?

Diverse and inclusive teams are smarter, more creative, and make better decisions.

Being respected, valued, and welcome to contribute equates to more than just good feelings: Humans have a biologically based need to belong—to feel included, supported, and valued by others socially.

Source: Dr. David Rock, Director of the NeuroLeadership Institute.

BE.♥
HERE.♥
NOW.♥

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MAY MINDFULNESS

2019

TAKE TIME OUT TO BE MINDFUL ABOUT ALL THE THINGS YOU DO EVERY DAY.

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Enjoy a healthy breakfast today. Take your time eating & savor every bite.	FREE DAY! How can you be mindful of your surroundings today?	Leave an encouraging note for a coworker.	Reflect on your job and all the positive things you add to the company and your team.	Reach out to someone you know who is going through a rough time & let them vent.	Put aside your viewpoint, and try to see things from the other person's point of view.	Take a long walk in silence.																																																																																											
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Download a meditation app and try it out tonight before bed.	Validate someone else's perspective.	Ask a coworker how they are doing today... and really listen.	Make a conscious effort to stay out of gossip today.	Ask a coworker to go on a walk with you over your lunch break.	Share a mindfulness practice with your team.	Take 10 deep breaths as you wake up this morning and before you go to sleep.																																																																																											
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Assume the best in everyone you come into contact with today.	Apologize to someone with whom you've had a past conflict.	Read an article about the benefits of practicing mindfulness. Share with your team.	Visit your favorite 'quiet' place.	Take time to listen to someone today.	FREE DAY! How have you practiced mindfulness this week?	Volunteer to read at your local nursing home.																																																																																											
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Stop and offer directions to someone who looks lost.	Start a meeting with a round table of celebrations and gratitude.	When others are gossiping, be the one to chime in with something nice.	Share your best piece of advice with someone who could use it.	Find an opportunity to give a compliment today.	Find a guided meditation video or app and try it today.																																																																																												

TEAM ACTIVITY

The Raisin Exercise

In this exercise, the facilitator provides participants with a few raisins (or any food with a unique texture/smell/look) and asks that they pretend they have never seen it before.

The facilitator then asks that the group pay attention to:

- The way the food looks
- How it feels
- How their skin responds to its manipulation
- Its smell
- Its taste

Focusing on the single object of the food they have is meant to bring the participant's mind to the present, to what is right in front of them.

"By focusing on the raisin in their hand and making a point to notice everything about it, they are unlikely to be expending energy, time and attention on worrying or ruminating about other parts of their lives"

Fleming & Kocovski (2007)

DID YOU KNOW?

Research demonstrates that mindfulness bolsters our immune system, making us better able to fight off diseases, from the flu to cancer.

Mindfulness helps improve our concentration and reduce ruminative thinking that contributes to the high levels of stress that is so prevalent in our society.

Lisa Firestone, Ph.D

**MOVE
FORWARD
BY GIVING
BACK.♥**

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JUNE GENEROSITY

2019

**THIS MONTH THE FOCUS IS ON GENEROSITY.
WHEN WE GIVE OF OURSELVES, WE ARE PERPETUALLY REWARDED.**

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Donate gently used items to a local shelter.														Place a note of appreciation on someone's desk.														Put change in the vending machine for a stranger.							Clip or print inspirational news stories to leave in a gathering space.							Keep an umbrella at work to lend out when it's raining.							Fill a jar with candy and compliments to give a colleague.							Spend today volunteering at a local non-profit organization.						
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Support someone raising money for a good cause.														Tape kind notes to chocolate bars and hand out around the office.														Volunteer to cover a coworker's shift.							FREE DAY! What is one way you can show generosity today?							Bring an extra snack to share with a colleague.							Have your team sign and deliver a thank you card for your boss.							Give someone the gift of your ear today by just listening to them.						
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Tell someone you love and appreciate them.														Be generous with your words today. Say positive things.														Give public praise to someone who has helped you.							Send anonymous flowers to a well-deserving coworker.							Make a donation to a charity. Every bit counts.							Give a customer a big smile.							"Accidentally" drop a dollar on the ground for someone to find.						
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Tip a little more than usual.														FREE DAY! Be generous with yourself today!														Give someone a high five and a compliment.							Tell someone how they have helped you grow.							Bring your coworker or boss their favorite drink in the morning.							See how well you're doing on the Generosity Board.							Wake up early today and find a place to watch the sun rise.						
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Take an enjoyable afternoon nap today.																																																														

TEAM ACTIVITY

Create a "Generosity Board" in a shared space like a lunch room or conference room.

Put up a bulletin board or use a white board (or just use a blank wall). Have a meeting where everyone writes ideas for being generous, charities to donate to or activities that individuals or teams can do to show generosity on colorful sticky notes.

Try to come up with at least five ideas per person.

At the end of the meeting, stick all the notes to the wall and leave them up all month.

As people come in and out of the space, they can pull a note from the wall and complete the idea/activity.

DID YOU KNOW?

Giving social support—whether time, effort, or goods—is associated with better overall health in older adults, and volunteering is associated with delayed mortality.

A meta-analysis of 37 studies of older adults found that those who volunteered reported greater quality of life; another study found that frequent helpers reported feeling greater vitality and self-esteem.

Source: John Templeton Foundation - <https://www.templeton.org/discoveries/the-science-of-generosity>

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RIGHT
THING.♥

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JULY INTEGRITY

2019

JULY IS ALL ABOUT CULTIVATING INTEGRITY IN THE WORKPLACE.

TEAM ACTIVITY

Develop an integrity award to acknowledge integrity in individuals.

Make this a team activity by encouraging each member of your group to submit a name for a monthly winner of the award.

Have them consider their peer's actions and write a couple of sentences about why they chose this individual to win the award.

This helps your group realize that others can watch and learn from their positive actions. Provide the winners with an award you all decide upon.

Find a way to acknowledge the winners' actions or traits that helped him win the award (newsletter, email to the company, etc.).

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30	1 Work together as a team. This builds trust and shows integrity.	2 Keep your promises even if it takes extra effort.	3 Always remain true to your word.	4 Do something nice for someone else today.	5 Show a genuine interest in others.	6 Clean up a mess you didn't make.																																																																																																																	
7 Leave only kind comments on social media.	8 Tell someone's manager they are doing a great job.	9 Give up your parking spot or seat on public transit.	10 Forgive someone and never bring the subject up again.	11 Relay an overheard compliment to someone.	12 Invite a group of coworkers to the happiest of happy hours and do acts of kindness in the community.	13 Put your phone away while in the company of others.																																																																																																																	
14 Walk more. Drive less.	15 Everyone is important. Learn the names of your receptionist, security guard and custodians.	16 FREE DAY! Think about someone you can nominate for the integrity award.	17 Don't let someone else take the blame for something you did.	18 Do a favor without asking for anything in return.	19 Be on time. Don't leave others waiting for you.	20 Resolve to be more authentic in your day-to-day life.																																																																																																																	
21 Change three small things about your routine that will help the environment.	22 Respond to emails in a timely fashion.	23 Spend your day working and not looking on social media or the internet.	24 Use less plastic and be more conscious about recycling.	25 Spend a day saying only nice things about other people.	26 Follow through on something you promised someone.	27 Go for a hike and pick up litter along the way.																																																																																																																	
28 Own up to a mistake you made.	29 Give someone the benefit of the doubt by standing up for them.	30 FREE DAY! Think of someone who always shows integrity.	31 Celebrate the winner of the integrity award!	1	<table border="0"> <tr> <td colspan="7">JUNE</td> <td colspan="7">AUGUST</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>30</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		JUNE							AUGUST							S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa							1						1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	11	12	13	14	15	16	17	16	17	18	19	20	21	22	18	19	20	21	22	23	24	23	24	25	26	27	28	29	25	26	27	28	29	30	31	30													
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DID YOU KNOW?

Research from the University of Notre Dame has shown that when people were more honest, they tended to feel better about their relationships and social interactions.

**THE
BUCK
STOPS
HERE.♥**

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AUGUST RESPONSIBILITY

2019

THIS MONTH THE FOCUS IS RESPONSIBILITY. WHEN WE ARE RESPONSIBLE TO OURSELVES AND OTHERS, WE ARE SHOWING KINDNESS.

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4 Use a reusable mug for your morning coffee.	5 Ask & remember the names of people you interact with on a daily basis.	6 Take a shorter shower to conserve water.	7 Join an online support group if you're in need or to support others.	8 Wake up early to exercise before going to work.	9 FREE DAY! Show responsibility in your choices today.	10 Use reusable grocery bags.																																																																																				
11 Call a loved one you haven't spoken to in awhile.	12 Be proactive today.	13 Write a to-do list to keep yourself organized.	14 Commute to work via bike, public transit or by carpool.	15 Spread the word about a local business you love.	16 Offer to walk or exercise with a co-worker during a break.	17 Forgive someone you've been holding a grudge against.																																																																																				
18 Pack a lunch and reusable water bottle for tomorrow.	19 Declutter your workspace.	20 FREE DAY! Do something kind for yourself.	21 Stick up for someone when you hear gossip about them.	22 Make sure you're doing the best job you can.	23 Celebrate the end of the week by doing an act of kindness for someone.	24 Make care bags to give to the homeless.																																																																																				
25 Complete household chores you've been putting off.	26 Switch to cruelty-free products.	27 Drink at least 8 cups of water today.	28 Take steps to reduce the amount of trash you produce.	29 Help someone who is struggling to carry something.	30 Celebrate the goals you accomplished this month with your accountability partner.	31 Pick up litter when you're out and about.																																																																																				

TEAM ACTIVITY

Find an "accountability partner"—someone you work with regularly or someone new!

Set three goals (personal or work-related) that are achievable this month.

(Examples might include signing up for a gym membership, cooking at home 3 times a week, purging file drawers, etc.)

Check in with your accountability partner once a week to see where you stand on your goals and celebrate as you complete each one!

DID YOU KNOW?

A great way to foster responsibility in the workplace is to set SMART goals. SMART goals are specific, measurable, achievable, results-oriented and time-bound.

Having goals that meet these criteria will help you measure your own productivity.

**EXPLORE
YOUR
PASSIONS.**

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SEPTEMBER PURPOSE & PASSION 2019

THIS MONTH'S FOCUS IS ON PURPOSE AND PASSION IN OUR LIVES. WITHOUT PURPOSE OR PASSION, LIFE HAS LESS MEANING. REFLECT ON WHAT YOU ARE PASSIONATE ABOUT AND HOW YOU ARE FULFILLING YOUR PURPOSE.

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1 Sign up to run (or walk) a 5k for a cause you are passionate about.	2 Write down three things you're passionate about.	3 Spend 10 minutes in mindful reflection about your purpose in life.	4 Mentor someone by sharing something you "learned the hard way".	5 Tell your best friend or partner that you love them.	6 Create a "celebration list" and write down everything you accomplished this week.	7 Find a weekend event that supports your passion.																																																																																				
8 Start learning a new skill; Something you've always wanted to try, but haven't.	9 Show enthusiasm about what you do at work.	10 Share a copy of your favorite book with your favorite person.	11 Eat three balanced, healthy meals and exercise today.	12 Make a bucket list and start by completing one thing on it by the end of this week.	13 Share your career goals with your boss or a colleague.	14 Take today to kick back, relax and reflect on what's really important in life.																																																																																				
15 Do five things today that make you happy.	16 Listen to an upbeat playlist while you're getting ready or on your commute to work.	17 FREE DAY! Live your passion!	18 Send a note of gratitude to someone that has helped you get where you are.	19 Look for a way to intentionally learn something new today.	20 Start reading a new book.	21 Take time to reflect and journal about what makes you tick.																																																																																				
22 Make a list of 10 random acts of kindness you'll get done by the end of this week.	23 Sign up to volunteer with a community organization you are passionate about.	24 Sign up for a free online class.	25 Listen to your favorite song from when you were a teenager.	26 FREE DAY! Do something meaningful today.	27 Celebrate the end of the work week by making your favorite meal and sharing it with a loved one.	28 Get outdoors today and enjoy nature.																																																																																				
29 Join a friend or colleague in an activity they are passionate about.	30 Fulfill one of the goals you listed on the monthly activity.	1	2	3	<p>AUGUST</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>OCTOBER</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>		S	M	T	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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TEAM ACTIVITY

Using a sheet of paper, create a table with three columns labeled "My Gifts, Talents and Attributes", "Value to Me", and "Value to Others"

In the first column, list as many personal gifts, talents and attributes you can think of (for instance, athleticism, creativity, caring, empathy, intelligence, etc.)

For each gift, use the second column to describe a way it brings value to your life.

Last, for each gift, describe how it brings value to others.

Then, look at the "Value to Others" column and think about how you can do something to put that skill into action. Set goals for at least three of those attributes.

Example of a completed goal: I am creative and I think outside the box. I can engage people in new ideas or information by volunteering for an organization and helping them think of new and creative ways to raise funds or awareness about their mission.

Activity adapted from "Promoting Altruism to Enhance Purpose" by Delvina Miremadi-Baldino, Ph.D

DID YOU KNOW?

By recognizing our own gifts, we can use them to make valuable contributions to the world and consequently increase our own sense of purpose.

Source: Richard Leider, 2010

**TOGETHER
EVERYONE
ACHIEVES
MORE.♥**

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OCTOBER RELATIONSHIPS 2019

DURING OCTOBER, WE'LL FOCUS ON DEVELOPING AND CULTIVATING POSITIVE RELATIONSHIPS AT WORK.

TEAM ACTIVITY

Divide your team into groups of four or five people.

Pass a bag of M&M's around each group and tell each person to "take as much as you need." That's all you will tell them. If they ask, just repeat the instruction.

Once everyone has gotten some M&M's, tell them they will go around the circle and tell the other members of the group one unique thing about themselves for every M&M they took.

Have group members continue until all M&M's are gone. Switch up the groups and do it again.

DID YOU KNOW?

Other people matter and whether organizations and their employees, languish or flourish largely depends on the quality of the social connections they nurture in the workplace.

Source: <https://positive-psychologyprogram.com/positive-relationships-workplace/>

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29	30	1 Spend five minutes today to think about all the relationships in your life.	2 Send a letter or a text to someone to tell them how much you appreciate them.	3 Smile at as many people as possible all day long.	4 Learn something new about a co-worker today.	5 Do an act of kindness for someone & encourage them to pay it forward.																																																																																				
6 Make and deliver a thank you card for your local firefighters or police.	7 FREE DAY! Find a way to strengthen a relationship today.	8 Say something positive to everyone you talk to today.	9 Tell three co-workers why you appreciate them today.	10 Invite someone new to sit with you during lunch.	11 Publicly acknowledge the accomplishment of someone that deserves more recognition.	12 Leave a positive comment on a social media post you enjoyed.																																																																																				
13 FREE DAY! How can you build a new relationship?	14 Acknowledge someone when they walk into the room with a smile or warm greeting.	15 Look someone straight in the eyes and say, "You make my job easier".	16 Write and place a note of appreciation on someone's desk today.	17 Make an effort to start every conversation you have today on a positive note.	18 Treat a co-worker to a beverage today.	19 Laugh at someone's joke (even if you don't find it funny).																																																																																				
20 Resolve to be more authentic in your day-to-day life.	21 Ask & remember the names of people you see on a daily basis.	22 Tell a cheesy joke to a coworker to make them smile.	23 Make an effort to not complain for the whole day.	24 Praise a coworker for a recent project they worked hard on.	25 Send thank you notes to three customers/clients today.	26 Write a letter by hand to someone who's made a difference in your life.																																																																																				
27 Surprise someone with a thoughtful, inexpensive gift.	28 Send an email to three people on your team letting them know they are doing a great job.	29 Ask thoughtful questions to your team and listen with an open mind to their responses.	30 Share a funny picture, video or article with a coworker.	31 Buy a lottery scratch ticket for someone and leave it on their desk.	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>SEPTEMBER</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="text-align: center;"> <p>NOVEMBER</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div> </div>		S	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						S	M	T	W	Th	F	Sa							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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**TODAY IS A
WONDERFUL
DAY.♥**

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NOVEMBER GRATITUDE 2019

NOVEMBER IS THE MONTH TO SHOW GRATITUDE!

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Tell your best friend or partner why you are grateful for them.					Write down 10 things you are grateful for right now.					Everyone is important—learn the names of your barista, security guards, and work neighbors.					FREE DAY! How will you show gratitude to a colleague today?					Exhibit patience, even if you're in a hurry.					If someone compliments you, thank them and let them know you're proud of that skill, talent, or accomplishment.					Give a larger tip than usual.																																																																																																		
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Wake up early to appreciate the sunrise.					Write a note of gratitude to a veteran thanking them for their service.					Send an email to your boss telling them how they have helped you be successful.					World Kindness Day #MakeKindnessTheNorm Try to find the goodness in someone you don't like.					Leave a small gift of gratitude for the night shift custodians.					Schedule a date with yourself—an afternoon or evening that's all about you!					Give someone you love an unexpected hug.																																																																																																		
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Spread the word about your favorite local business.					Cover for a coworker so they can leave early.					FREE DAY! Be grateful to be alive today!					Say thank you to a maintenance worker.					Take a walk to reflect on what you are grateful for.					Host a Thank You breakfast for your team at work.					Text three people right now telling them why you are grateful for them.																																																																																																		
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Make a list of ways you've impressed yourself lately.					Say thank you to someone with a hard job that not many people thank.					Randomly place sticky notes around the office expressing your gratitude to everyone on your team.					Don't complain for 24 hours.					Tell 3 people why you are grateful for them.					Make a list of five simple pleasures you are grateful for.					Empty and read the gratitude jar you have created throughout the month.																																																																																																		

TEAM ACTIVITY

Have your team share what you are grateful for with one another.

Ask your team to break into pairs and face each other. Have enough simple office objects for them to gently toss back and forth (you can use post it notes, a marker, a stress ball, etc.)

For three minutes, have them pass the object back and forth, each time sharing something for which they are grateful.

When the three minutes are up, bring the group back together and ask them to share how they felt during the activity and what they feel the benefits were.

DID YOU KNOW?

The simple act of practicing gratitude every day rewires your brain to be more resilient, focused, and positive throughout the day.

Source: "Thanks! How the New Science of Gratitude Can Make You Happier" by Robert Emmons

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DECEMBER RESPECT

2019

DECEMBER IS THE MONTH OF RESPECT! WE SPEND A LOT OF TIME WITH OUR COLLEAGUES, BUT OFTEN WE AREN'T REALLY LISTENING TO THEM. RESPECT STARTS WITH GOOD COMMUNICATION.

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1 Explore a new neighborhood today.	2 Be open to hearing something new from someone today.	3 Let everyone have an opportunity to speak in a meeting.	4 Don't interrupt when someone else is talking.	5 Compliment your boss on something they've done to help you grow.	6 Send a positive text message to someone you work with regularly.	7 FREE DAY! How can you show respect this weekend?																																																																																																		
8 Listen to Aretha Franklin's "RESPECT" song today.	9 Let someone merge into traffic.	10 Offer to help on a project you aren't involved in.	11 Open today's meeting with positive words of encouragement.	12 Listen to your customers and speak to them respectfully.	13 Plan your weekend around the theme of respect.	14 Reach out to a neighbor to offer any kind of 'neighborly help' you can give.																																																																																																		
15 Tell a cashier they're doing a great job.	16 Use the words "I respect where you're coming from..." if you find yourself in a disagreement.	17 Give a compliment to three people today.	18 Bring in a treat to show your colleagues how much you appreciate them.	19 Invite someone to a brainstorming meeting who wouldn't normally attend.	20 Congratulate someone on getting a project done.	21 Pick up litter when you're out today.																																																																																																		
22 Pack a lunch and reusable water bottle for tomorrow.	23 Try not to print anything unnecessarily.	24 FREE DAY! Find a way to show someone how much you respect them.	25 Clean up your workspace and any shared space.	26 Ride a bike or take public transit to work today.	27 Compliment someone on an attribute of theirs, not a physical trait or item of clothing.	28 Go for a hike and enjoy the weather.																																																																																																		
29 Invite over a friend or family member and cook their favorite meal.	30 Help someone who is struggling to carry something.	31 New Years Eve Share with your colleagues one reason why you have respect for them.	1	2	<table border="0"> <tr> <td colspan="7">NOVEMBER</td> <td colspan="7">JANUARY</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> </table>		NOVEMBER							JANUARY							S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa						1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31	
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TEAM ACTIVITY

Step 1: Inform participants about the upcoming exercise
"In the following exercise, you will team up with another person and have a few brief conversations with this person. You will take the role of both the talker and the listener in this exercise."

Step 2: Mindless listening
Ask one partner to share for one solid minute about their favorite activity. Listener should interrupt, ask questions, look bored, cross arms, etc.

Step 3: Mindful listening
Now ask the other partner to share for one solid minute about their favorite activity. Listener should pay close attention, not interrupt, maintain eye contact, etc.

Step 4: Evaluation
Outside person should ask the storyteller and listener the following questions:

1. What was it like in the first round to be the storyteller?
2. What was it like in the first round to be the listener?
3. What was it like in the second round to be the storyteller?
4. What was it like in the second round to be the listener?
5. Are there times that you recognize yourself as a mindless listener? If so, when?
6. Are there times that you recognize yourself as a mindful listener? If so, when?

DID YOU KNOW?

If you want to be someone who is respected, start by respecting others. Seek to learn and understand.

Source: psychologytoday.com/us/blog/understand-other-people/201802/earning-respect

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