

**make
kindness
the norm.♥**

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

I think we can all agree 2020 had some serious challenges. While it is easy to focus on the negative over the past year, it is more beneficial to our well-being to reflect on the good during the last twelve months. As we move into 2021, our goal is to help you explore the good.

Even on our worst days, there was always something good. The good could have amounted to taking your dog for a walk or soaking in the sun on a beautiful day. As simple as they seem on the surface, these are special and wonderful moments that fill our emotional piggy bank.

We don't yet know what 2021 will look like, but we can assume things could be very different in our workplaces. For this reason, we've made this calendar more adaptable to those working from home or in a different physical environment than previously. Whether you sit in a home office, a corporate building downtown, a factory, a restaurant, a healthcare facility, a school, or the great outdoors, things are different. As humans, we have the unique ability to adapt. With adaptation comes resilience.

We hope you spend this year finding ways to share kindness with others while also reflecting on all the good that's happening around you.

Tune in and explore the good.

**BE
CURIOUS
AND
WONDER. ♡**

**make
kindness
the norm.**

JANUARY 2021 WONDER AND CURIOSITY

WONDER IS THE BEGINNING OF WISDOM. —SOCRATES

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	NEW YEAR'S DAY 1	SCI-FI DAY 2
3 Don't rely on Google. Look for other ways to answer your questions.	4 Attempt to solve one of DaVinci's questions from his notebook, like calculating the measurement of Milan!	5 Watch the TEDx Talk, "Do schools kill creativity?" by Sir Ken Robinson.	6 Do a crossword puzzle.	7 Organize a team outing to an escape room.	8 Exchange personal stories with someone at work.	9 WORLD NERD DAY Play a board game or do a puzzle with friends and/or family.
10 Explore somewhere you've never been within 100 miles of your home.	11 Research a hobby you've been interested in and plan to start it this weekend!	12 Start a meeting by asking people to share their favorite food or their hobby.	13 CLEAN OFF YOUR DESK DAY Tidy up your desk.	14 ORGANIZE YOUR HOME DAY Offer to help on a project you have interest in.	15 Update your resumé! It allows you to reflect on all the amazing things you have accomplished.	16 Plant something new in your garden or start an indoor herb garden.
17 Strike up a conversation with someone at the store.	18 Begin journaling if you don't already; write down how you feel each day and why.	19 Listen without judgment.	20 Offer your support to someone who is struggling.	21 Solicit feedback from colleagues, customers, and others about your performance.	22 ANSWER YOUR CAT'S QUESTIONS DAY Listen to a new podcast.	23 Listen to some new music today.
COMPLIMENT DAY 24 Eat at a restaurant that serves food from another culture.	25 Be a critical, independent thinker.	26 Sign up for a free online class, webinar, or conference.	27 CHOCOLATE CAKE DAY Try something new today: hobby, walking path, food, etc. Bake a cake!	28 FUN AT WORK DAY Offer three genuine compliments to people today (not related to physical appearance).	29 Reach out to someone you haven't talked to in a while to catch up.	30 Today, do something you loved to do as a child.
BACKWARDS DAY 31 Reflect back on all the new things you tried this month!	1	2	3	<p style="text-align: center;">DECEMBER</p> <p style="text-align: center;">S M T W Th F S</p> <p>29 30 1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31 1 2</p> <p>3 4 5 6 7 8 9</p> <p style="text-align: center;">FEBRUARY</p> <p style="text-align: center;">S M T W Th F S</p> <p>31 1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p>		

There are so many interesting things to learn about in life. For example, did you know that octopi (that's the plural of octopus!) have three hearts—and nine brains?! Or that it takes sunlight a full 8 minutes and 19 seconds to reach Earth? Or how about the fact that babies are born with nearly 100 more bones than adults?

A lot of this knowledge might seem like useless trivia, but it serves an important role too—to help boost our creativity and wonder muscles.

This month, try setting up an email chain or dedicated #slack channel and share interesting things you learn with each other. Who knows—you might spark a creative solution to something you are working on as a team. Even if you don't you will be sure to learn a few amazing things. And, maybe that will come in handy next time you're watching Jeopardy or playing Trivial Pursuit!

**EXPLORE
THE
GOOD. ♡**

**make
kindness
the norm.**

FEBRUARY 2021

KINDNESS AND LOVE

TOO OFTEN WE UNDERESTIMATE THE POWER OF A TOUCH, A SMILE, A KIND WORD, A LISTENING EAR, AN HONEST COMPLIMENT, OR THE SMALLEST ACT OF CARING, ALL OF WHICH HAVE THE POTENTIAL TO TURN A LIFE AROUND. —LEO BUSCAGLIA

SUN	MON	TUE	WED	THU	FRI	SAT
31 EAT ICE CREAM FOR BREAKFAST DAY Offer a helping hand to a colleague struggling to finish a project.	1 PLAY YOUR UKULELE DAY Be understanding and have patience.	2 THANK YOUR MAILMAN DAY Create time and space for someone to share what's troubling them.	3 THANK YOUR MAILMAN DAY Thank your mail delivery person with a note of gratitude or in person.	4 THANK YOUR MAILMAN DAY Thank your mail delivery person with a note of gratitude or in person.	5 THANK YOUR MAILMAN DAY Thank your mail delivery person with a note of gratitude or in person.	6 THANK YOUR MAILMAN DAY Thank your mail delivery person with a note of gratitude or in person.
7 SEND A CARD TO A FRIEND DAY Send a card to a friend today!	8 SEND A CARD TO A FRIEND DAY Send a card to a friend today!	9 SEND A CARD TO A FRIEND DAY Send a card to a friend today!	10 SEND A CARD TO A FRIEND DAY Send a card to a friend today!	11 MAKE A FRIEND DAY Create a team-building event that helps your community.	12 MAKE A FRIEND DAY Create a team-building event that helps your community.	13 MAKE A FRIEND DAY Create a team-building event that helps your community.
14 VALENTINE'S DAY Send a 'love letter' to someone telling them how much you appreciate them.	15 VALENTINE'S DAY Send a 'love letter' to someone telling them how much you appreciate them.	16 DO A GROUCH A FAVOR DAY Help someone out whom you don't like very much.	17 RANDOM ACTS OF KINDNESS DAY Explore the good! Make Kindness the Norm!	18 RANDOM ACTS OF KINDNESS DAY Explore the good! Make Kindness the Norm!	19 RANDOM ACTS OF KINDNESS DAY Explore the good! Make Kindness the Norm!	20 RANDOM ACTS OF KINDNESS DAY Explore the good! Make Kindness the Norm!
21 BE HUMBLE DAY Drive less, walk more.	22 BE HUMBLE DAY Give up your seat to someone else on public transportation.	23 INTERNATIONAL DOG BISCUIT APPRECIATION DAY Visit a thrift store. Drop off items and up-cycle something new (to you)!	24 INTERNATIONAL DOG BISCUIT APPRECIATION DAY Visit a thrift store. Drop off items and up-cycle something new (to you)!	25 INTERNATIONAL DOG BISCUIT APPRECIATION DAY Visit a thrift store. Drop off items and up-cycle something new (to you)!	26 TELL A FAIRY TALE DAY Share your favorite fairy tale with a child.	27 TELL A FAIRY TALE DAY Share your favorite fairy tale with a child.
28 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	1 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	2 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	3 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	4 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	5 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.	6 LEAVE UNUSED COUPONS NEXT TO THE CORRESPONDING PRODUCTS AT THE GROCERY STORE.

Stories come to us on a daily basis. They are beautiful and heartwarming, but mostly they give us hope. We hear of seemingly insignificant moments where a stranger helps another stranger and impacts the rest of their life with a small gesture. When we tune into kindness happening around us, the day seems a little bit brighter. The week seems a little more manageable.

These stories are nothing new or unique. It is YOUR story. It is OUR story. Help us Make Kindness the Norm by spreading it in the simplest ways.

In 2021, we encourage everyone to Explore the Good and Make Kindness the Norm. Join RAK in its annual celebration of kindness on Random Acts of Kindness Day, Wednesday, February 17, 2021.

randomactsofkindness.org/rak-day

JANUARY							MARCH						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
27	28	29	30	31	1	2	28	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31	1	2	3
31	1	2	3	4	5	6	4	5	6	7	8	9	10

**MAKE THE
WORLD A
BETTER
PLACE. ♡**

**make
kindness
the norm.**

MARCH 2021

INNOVATION

KNOWING YOUR WHY IS NOT THE ONLY WAY TO BE SUCCESSFUL, BUT IT IS THE ONLY WAY TO MAINTAIN A LASTING SUCCESS AND HAVE A GREATER BLEND OF INNOVATION AND FLEXIBILITY. —SIMON SINEK

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																		
28 WORLD COMPLIMENT DAY Give someone a genuine and meaningful compliment.	1	2 Address a concern or issue you've been having with someone. Keep a positive mindset.	3 I WANT YOU TO BE HAPPY DAY Do something to make someone else happy today.	4 MARCH FORTH AND DO SOMETHING DAY Get involved with a community organization.	5 LEARN WHAT YOUR NAME MEANS DAY Learn about your name and more about your history/roots.	6 Take care of chores you've been putting off.																																																																																																		
7 Tell someone how important they are to you.	8 Learn the name(s) of someone you come in contact with regularly (cashier, janitorial staff, bus driver, etc.)	9 Finish your work on time and to the best of your ability.	10 Respond thoughtfully to emails and phone calls as soon as you're able.	11 Be honest and kind when speaking to others.	12 Offer to help someone with a project or task.	13 Make sure your pets know how much they are loved!																																																																																																		
PI DAY 14 Eat a slice of your favorite pie!	15 Create healthy meals all week. Take care of your body!	16 Reply positively to an online post.	17 Ask a senior about their favorite memory.	18 AWKWARD MOMENTS DAY Take an 'awkward' photo of you and your staff/team today, even if it's in an online meeting!	19 LET'S LAUGH DAY Tell a 'belly laugh' joke.	20 INTERNATIONAL DAY OF HAPPINESS Reflect on all the things that make you happy and celebrate by doing one of them.																																																																																																		
COMMON COURTESY DAY 21 Say please and thank you.	22 Support local businesses.	23 Unplug appliances and electronics while you're gone or sleeping. It saves energy!	24 Adjust the thermostat in your home to save more energy.	25 WAFFLE DAY Enjoy a waffle with all your favorite toppings!	26 MAKE UP YOUR OWN HOLIDAY DAY Make up your own holiday and celebrate!	27 Pick up litter while you're out for a walk today.																																																																																																		
28 Run errands in clusters. Save fuel and time.	29 Wheel out your neighbor's trash bin.	30 TAKE A WALK IN THE PARK DAY Ride your bike or walk today.	31 Use energy efficient light bulbs.	<p style="text-align: center;">FEBRUARY</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> </table> <p style="text-align: center;">APRIL</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</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>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>			S	M	T	W	Th	F	S	31	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	1	2	3	4	5	6	7	8	9	10	11	12	13	S	M	T	W	Th	F	S	28	29	30	31	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	1	2	3	4	5	6	7	8
S	M	T	W	Th	F	S																																																																																																		
31	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	1	2	3	4	5	6																																																																																																		
7	8	9	10	11	12	13																																																																																																		
S	M	T	W	Th	F	S																																																																																																		
28	29	30	31	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	1																																																																																																		
2	3	4	5	6	7	8																																																																																																		

We have learned that human beings are incredibly adaptable and capable of change. In 2020 and 2021 every one of us was placed into a variety of new and often unknown situations because of the pandemic where innovation was key for the sanity of humans and the survival of businesses. Collaboration has been more important than ever and we encourage all of us to keep that spirit alive.

Keep creating, collaborating, and innovating; together we will make the world a better place.

Next time you start a project whether at work, home, or school, try answering the following questions first:

- Why are we doing this?
- What problem are we solving?
- Will this actually be useful?
- Are we adding value?
- Will this change behavior?
- Is there an easier way to accomplish the same thing?
- What are the opportunity costs?
- Will it really be worth it?
- How will we know we did a good job? (Measurements/goals, etc.)

**CONNECT
AND
COMMUNI-
CATE. ♡**

**make
kindness
the norm.**

APRIL 2021

CONNECTION

THE BRILLIANCE OF BUSINESS IS RELATIONSHIPS; THE BRILLIANCE OF LIFE IS HUMAN CONNECTION. —ROBIN SHARMA

Connection is the foundation of kindness. Kindness only happens when there is connection with others. Even when we are being kind to ourselves, it results in benefits to others. This month, look at ways you can strengthen existing connections with those in your life including those with whom you don't have a great relationship. Build new connections with people you admire, respect, or just met at the grocery store!

Our connections with people serve as a model to children and adults. Do your best to keep your interactions with others positive and productive. Listen with an open heart and speak with kind words.

SUN	MON	TUE	WED	THU	FRI	SAT
<p>MARCH</p> <p>S M T W Th F S</p> <p>28 1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31 1 2 3</p> <p>4 5 6 7 8 9 10</p>	<p>MAY</p> <p>S M T W Th F S</p> <p>25 26 27 28 29 30 1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31 1 2 3 4 5</p>		<p>31</p> <p>FUN AT WORK DAY</p> <p>Reach out to someone you haven't talked to in a long time.</p>	<p>1</p> <p>Invite someone with whom you'd like a stronger connection to coffee or lunch.</p>	<p>2</p> <p>Support a local sandwich shop today. Buy another one for an unhoused person.</p>	<p>3</p>
<p>4</p> <p>Use your common sense today!</p>	<p>5</p> <p>Call someone who is having a rough time and offer your support.</p>	<p>6</p> <p>Plan a special meal and invite family or neighbors over.</p>	<p>7</p> <p>Take a class or join a local group that gives you an opportunity to meet new people.</p>	<p>8</p> <p>Try to say your favorite tongue twister 10 times in a row today.</p>	<p>9</p> <p>Talk to someone new today.</p>	<p>SIBLINGS DAY 10</p> <p>Be aware of what your body language is communicating.</p>
<p>11</p> <p>Look up the meaning of paper cranes. Try to make one and give it to somebody.</p>	<p>GRILLED CHEESE DAY 12</p> <p>Text someone a positive message first thing this morning.</p>	<p>13</p> <p>Do something extra kind today!</p>	<p>INTERNATIONAL MOMENT OF LAUGHTER DAY 14</p> <p>Sign up to be a penpal to someone in another country.</p>	<p>15</p> <p>Ask someone at work to give you constructive feedback about your performance.</p>	<p>WEAR PAJAMAS TO WORK DAY 16</p> <p>Be intentional about using positive language in all of your interactions today.</p>	<p>17</p> <p>Go for a hike and notice all the beauty around you.</p>
<p>18</p> <p>Make sure people know that they can talk to you and confide in you.</p>	<p>19</p> <p>Make an effort to use/waste less today and moving forward.</p>	<p>20</p> <p>Send a card to three different people today.</p>	<p>21</p> <p>Say hello to at least five people today.</p>	<p>22</p> <p>Ride your bike and enjoy the fresh air.</p>	<p>TAKE A CHANCE DAY 23</p> <p>Don't engage in negative conversations. Change the subject or inject something positive.</p>	<p>24</p> <p>Use your unique talent to make the world a better place! What is your unique talent?</p>
<p>25</p> <p>Spend today reflecting on all the people that support and love you.</p>	<p>26</p> <p>Do an act of kindness today instead of spending money at big stores!</p>	<p>27</p> <p>Instead of buying things today, reflect on all that you have already. Be grateful.</p>	<p>28</p> <p>Lend someone your ear today and offer words of wisdom.</p>	<p>29</p> <p>Go outside of your comfort zone and start a conversation with someone new.</p>	<p>30</p> <p>Be kind with your words. You never know what someone is dealing with in their life.</p>	<p>1</p>

**BE
THE
GOOD.♥**

**make
kindness
the norm.**

MAY 2021

CARING

THE GIFTS OF CARING, ATTENTION, AFFECTION, APPRECIATION, AND LOVE ARE SOME OF THE MOST PRECIOUS GIFTS YOU CAN GIVE, AND THEY DON'T COST YOU ANYTHING. —DEEPAK CHOPRA

“Caring” can manifest in many different ways. Lend a hand when you can see someone struggling, listen to someone who is feeling frustrated, include others, or offer a kind word to a stranger.

In addition to caring for others, self-care is a topic we hear a lot about. But, what does it really mean? It can certainly include pampering yourself, but it really means taking care of the things that keep you healthy and happy. Eat healthy, get outside, have conversations with people who fuel you. Do what makes you feel good and keeps you going.

When looking for ways to create a kinder and more caring workplace, check out “7 Steps to Creating Kindness in the Workplace” at <https://bit.ly/3pdYBa0>.

This month, look for ways to show how much you care not only for others, but for yourself.

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																		
25	26	27	28	29	30	1 Seek out the opinion and perspective of those outside of your circle.																																																																																																		
2 Be polite on the road.	3 Build pay structures that create equality for everyone.	4 Look for new and different faces for your board of directors.	5 Listen to learn, not to respond.	6 Join a community meeting that provides insights into what's happening in your town/city.	7 Talk to a colleague about something other than work.	8 Tutor someone or volunteer to help those who are less fortunate.																																																																																																		
9 Stand up for something that helps others.	10 Befriend a new work colleague.	11 Vote in local, state, and national elections.	LIMERICK DAY 12 Make up a funny limerick today and share it with others.	13 Write down someone's best qualities. Use that list to write a letter to them and then mail it.	DANCE LIKE A CHICKEN DAY 14 Dance like chickens as a team to lighten the mood!	15 CHOCOLATE CHIP DAY Make something yummy with chocolate chips to share with others!																																																																																																		
16 Leave a generous tip.	17 Hire people who come from different areas and have different backgrounds.	18 Talk with the person next to you on the bus, airplane, or standing in line.	19 Purchase supplies from local, BIPOC/ women-owned businesses.	NEW YEARS DAY 20 Greet others with curiosity and warmth.	21 Rotate who runs your meetings.	22 Consider hosting an evening with acquaintances to build new connections and friendships.																																																																																																		
23 Buy gifts from BIPOC-owned stores locally and online.	24 When others are gossiping, be the one to chime in with something positive.	25 Invite someone you work with to have coffee or lunch with you.	26 Be thoughtful of what you say or write to others. Consider their perspective.	27 Start a group at your office that works towards equity for everyone.	28 Listen and learn.	29 PUT A PILLOW ON YOUR FRIDGE DAY It's "Put a Pillow on Your Fridge Day" so... do that!																																																																																																		
30 Mow a neighbor's lawn, rake their leaves or shovel their sidewalk.	31 Search for ways to create a more equitable workplace.	1	2	<p style="text-align: center;">APRIL</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</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>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>		S	M	T	W	Th	F	S	28	29	30	31	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	1	2	3	4	5	6	7	8	<p style="text-align: center;">JUNE</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</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> </table>	S	M	T	W	Th	F	S	30	31	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	1	2	3	4	5	6	7	8	9	10
S	M	T	W	Th	F	S																																																																																																		
28	29	30	31	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	1																																																																																																		
2	3	4	5	6	7	8																																																																																																		
S	M	T	W	Th	F	S																																																																																																		
30	31	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	1	2	3																																																																																																		
4	5	6	7	8	9	10																																																																																																		

**BETTER
TOGETHER.♥**

**make
kindness
the norm.**

JUNE 2021

EQUITY & INCLUSIVENESS

BE SOMEBODY WHO MAKES EVERYBODY FEEL LIKE A SOMEBODY. —BRAD MONTAGUE

When individuals feel supported and safe to be 100% who they are, it benefits both the individual and the organization.

So often as individuals, many humans shrink and hide themselves in order to conform with the environment around. They blend in as a way of fitting in, only to lose themselves and their ability to thrive.

Organizations that commit to creating an equitable and inclusive culture not only help support the people within, but also encourage a better world for all of the people outside.

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																		
30	31	SAY SOMETHING NICE DAY 1 Include someone new in your meeting and ask for their thoughts. Compliment their contribution!	LEAVE THE OFFICE EARLY DAY 2 Create opportunities for growth for BIPOC and LGBTQ+ people in your company.	3 Ask questions of someone you don't agree with and really listen with an open mind.	HUG YOUR CAT DAY 4 Hug your cat!	NATIONAL DONUT DAY 5 Eat out at a new, local restaurant that serves food from a different country.																																																																																																		
DRIVE-IN MOVIE DAY 6 Find a drive-in movie theater and watch a movie about another culture if they are showing one.	7 Hire leaders who reflect the diversity of our world.	BEST FRIENDS DAY 8 Call your best friend and tell them how much you appreciate them.	9 Adopt, don't shop.	10 If you're able, organize a potluck with dishes from around the world. Include recipes for everyone!	11 Ask a colleague to share something about themselves that people don't already know.	12 Donate to a charity that focuses on diversity, equity, and inclusion.																																																																																																		
13 Get to know a new neighbor this weekend.	14 Find a penpal from another country and start a new friendship!	15 Prepare kits for unhoused people including toiletries and snacks.	16 Sign up for a webinar or class on how to create a more inclusive workplace.	EAT YOUR VEGETABLES DAY 17 Seek out the opinions of those who aren't normally included in meetings.	INTERNATIONAL PICNIC DAY 18 Pick a random place on Google Earth and host a virtual picnic in that spot with your team.	19 Learn a new language.																																																																																																		
WORLD JUGGLING DAY 20 Plan a trip to another country and research the culture before you go.	21 Send a note of appreciation to a colleague.	22 Offer to help someone who is struggling.	23 Be open to new points of view and ways of thinking.	24 Look up one of your favorite words and see how it translates in another language.	25 Give people grace. Know that their experiences, stories, and histories are very different from your own.	TAKE YOUR DOG TO WORK DAY 26 Be open to new experiences outside your comfort zone.																																																																																																		
27 Learn about the history of the town or city you live in.	28 Support diverse people in local, state and national government elections.	29 Look for the good in people. Everyone has at least one positive quality!	METEOR WATCH DAY 30 Share something about your family history with someone at work.	<p style="text-align: center;">MAY</p> <table style="font-size: small; margin: auto;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">JULY</p> <table style="font-size: small; margin: auto;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</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> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> </table>			S	M	T	W	Th	F	S	25	26	27	28	29	30	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	1	2	3	4	5	S	M	T	W	Th	F	S	27	28	29	30	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	1	2	3	4	5	6	7
S	M	T	W	Th	F	S																																																																																																		
25	26	27	28	29	30	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	1	2	3	4	5																																																																																																		
S	M	T	W	Th	F	S																																																																																																		
27	28	29	30	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																																																																																																		
1	2	3	4	5	6	7																																																																																																		

**BE
BRAVE.** 

**make
kindness
the norm.**

JULY 2021

COURAGE

WHAT WOULD LIFE BE IF WE HAD NO COURAGE TO ATTEMPT ANYTHING? —VINCENT VAN GOGH

SUN	MON	TUE	WED	THU	FRI	SAT
<p>JUNE</p> <p>S M T W Th F S</p> <p>30 31 1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 1 2 3</p> <p>4 5 6 7 8 9 10</p>	<p>AUGUST</p> <p>S M T W Th F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31 1 2 3 4</p> <p>5 6 7 8 9 10 11</p>		<p>30</p> <p>INTERNATIONAL JOKE DAY</p> <p>Tell someone your favorite (clean!) joke today and make them laugh.</p>	<p>1</p> <p>Introduce yourself to someone new and start a conversation.</p>	<p>2</p>	<p>3</p> <p>COMPLIMENT YOUR MIRROR DAY</p> <p>Look in the mirror and name 5 things you love about yourself.</p>
<p>4</p> <p>Forgive someone a past transgression.</p>	<p>5</p> <p>Have faith that things will work out for the best.</p>	<p>6</p> <p>WORLD KISSING DAY</p> <p>Kiss your spouse, child, friend, or pet today!</p>	<p>7</p> <p>TELL THE TRUTH DAY</p> <p>When someone close to you asks how you're doing, be honest. Open up and be vulnerable.</p>	<p>8</p> <p>Believe that you are worth all the love you are shown.</p>	<p>9</p> <p>SUGAR COOKIE DAY</p> <p>Bake sugar cookies and decorate them with fun designs!</p>	<p>10</p> <p>Try something new today - go outside of your comfort zone!</p>
<p>CHEER UP THE LONELY DAY</p> <p>11</p> <p>Volunteer at an elder care facility.</p>	<p>SIMPLICITY DAY</p> <p>12</p> <p>Keep things simple today - don't push yourself too hard.</p>	<p>EMBRACE YOUR GEEKNESS DAY</p> <p>13</p> <p>Embrace your geek side and do something you love!</p>	<p>14</p> <p>Ask for help. Offer help.</p>	<p>15</p> <p>Stand up for what you believe.</p>	<p>16</p> <p>Share a funny personal story with a colleague today.</p>	<p>WORLD EMOJI DAY</p> <p>17</p> <p>Send loving emojis to someone on your phone today.</p>
<p>18</p> <p>Allow yourself to sit with uncomfortable emotions and truly feel them.</p>	<p>ICE CREAM DAY</p> <p>19</p> <p>Enjoy your favorite flavor of ice cream!</p>	<p>20</p> <p>Book a trip to somewhere you've never been before (even if it's local!).</p>	<p>21</p> <p>Forgive yourself for something that's been weighing you down.</p>	<p>22</p> <p>Say something positive on social media today.</p>	<p>23</p> <p>Write a letter to a friend who has positively affected your life.</p>	<p>COUSINS DAY</p> <p>24</p> <p>Reach out to your cousin(s) and let them know you're thinking of them.</p>
<p>25</p> <p>Share your greatest fear with someone close to you. Discuss ways you can overcome your fear.</p>	<p>UNCLE AND AUNT DAY</p> <p>26</p> <p>Send a card to your aunt/uncle sharing a fond memory.</p>	<p>27</p> <p>Stay away from those who are toxic in your life.</p>	<p>MILK CHOCOLATE DAY</p> <p>28</p> <p>Give a chocolate-lover a bar of chocolate or home-baked snacks.</p>	<p>LASAGNA DAY</p> <p>29</p> <p>Bake a lasagna for a neighbor and deliver it with a card.</p>	<p>NATIONAL CHEESECAKE DAY</p> <p>30</p> <p>Bring a cheesecake to work and share with the team.</p>	<p>31</p> <p>Find opportunities to be more courageous in your life.</p>

Courage doesn't always equate to the image of Superman or a firefighter. Courage is often quiet and shows up as vulnerability and humility. It is a difficult thing to share something personal with another person, but it helps create connection and offers an opportunity for empathy when someone is going through a difficult time. Humility is courageous as well - when we admit we've done something wrong and ask for forgiveness, it takes a huge amount of strength and courage. When we realize we could have done better in a certain situation, be humble and admit it (even if you only admit it to yourself and do better next time).

Consider all the ways courage shows up in your life. Does it appear in the most vulnerable moments?

**GIVE
RESPECT. ♡
RECEIVE
RESPECT. ♡**

**make
kindness
the norm.**

AUGUST 2021

INTEGRITY AND RESPECT

THERE IS NO RESPECT FOR OTHERS WITHOUT HUMILITY IN ONE'S SELF. —HENRI FREDERIC AMIEL

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																		
1 Respect yourself today - get some extra sleep and take a nice long walk.	2 SISTERS DAY Call or text your sister telling her all the things you respect about her.	3 WATERMELON DAY It's Watermelon Day! Sink your teeth in!	4 Show up to work on time with positive energy, and ready for the day!	5 Listen with curiosity.	6 Keep common areas clean and tidy.	7 Respect the environment. Ride or walk today. Pick up litter along the way.																																																																																																		
8 HAPPINESS HAPPENS DAY Make someone happy today by doing a kind act for them.	9 BOOK LOVERS DAY Buy (or download) a new book today.	10 Show up when you say you'll be there.	11 SON AND DAUGHTERS DAY Shower your son and/or daughter with love today!	12 Offer a helpful solution to someone who is struggling at work.	13 LEFT-HANDERS DAY If you know a left-handed person, give them a left-handed high five today!	14 Follow through on a promise you made.																																																																																																		
15 RELAXATION DAY Use today to do something relaxing.	16 TELL A JOKE DAY Tell a joke to someone and make them laugh.	17 Use positive language.	18 Don't participate in gossip.	19 Respond to people in a timely manner.	20 Let others finish speaking before responding.	21 Spend time with a grandparent or elderly friend today.																																																																																																		
22 Give up your seat on public transportation to someone or allow someone to merge into traffic.	23 Use the phrase, "I hadn't thought about it like that before..." more.	24 Clean out your email inbox and unsubscribe from emails you no longer want to receive.	25 KISS AND MAKE UP DAY Forgive someone and/or ask for forgiveness.	26 DOG APPRECIATION DAY Take your dog for an extra long walk with some play time today.	27 Be willing to admit when you are wrong and apologize.	28 Accept an apology from someone else.																																																																																																		
29 Greet people with a genuine smile.	30 Do what you say you're going to do.	31 EAT OUTSIDE DAY Find a sunny spot to enjoy lunch, snack or a cold drink.	1	<p style="text-align: center;">JULY</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</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> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> </table> <p style="text-align: center;">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>S</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>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> </table>			S	M	T	W	Th	F	S	27	28	29	30	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	1	2	3	4	5	6	7	S	M	T	W	Th	F	S	29	30	31	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	1	2	3	4	5	6	7	8	9
S	M	T	W	Th	F	S																																																																																																		
27	28	29	30	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																																																																																																		
1	2	3	4	5	6	7																																																																																																		
S	M	T	W	Th	F	S																																																																																																		
29	30	31	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	1	2																																																																																																		
3	4	5	6	7	8	9																																																																																																		

In order to be an effective team and accomplish your goals, it is vital that we all show and give respect to each other. Doing so will build the personal connections that strengthens the integrity of a team which benefits each of us. There are many ways of showing respect and therefore boosting integrity as a group: being on time for meetings (and not letting meetings go longer than scheduled), really listening & staying focused during conversations, encouraging others who are engaged and share ideas and, as always, treating each other with common courtesy and kindness throughout the day.

This month consider starting a 'team of the month' award inside your organization to recognize those who are doing the hard work of building respect and integrity as a team. Identify other areas that you could work on to help shift the mindset of individual accomplishment or recognition to more of team accomplishments.

**CELEBRATE
THE
GOOD. ♡**

**make
kindness
the norm.**

SEPTEMBER 2021

RECOGNITION

THE DEEPEST PRINCIPLE IN HUMAN NATURE IS THE CRAVING TO BE APPRECIATED. —WILLIAM JAMES

SUN	MON	TUE	WED	THU	FRI	SAT
AUGUST S M T W Th F S 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 1 2 3 4 5 6 7 8 9 10 11	OCTOBER S M T W Th F S 26 27 28 29 30 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 1 2 3 4 5 6	NO RHYME OR REASON DAY 1 Just do what makes you and others happy today! Don't overthink it!	2 If someone had a good idea in today's meeting, tell them!	3 Create an award for various things at work: "best idea of the day," "always willing to lend a hand," etc.	4 Tell a parent they are doing a good job.	
5 Leave sticky notes in public places with words of affirmation.	FIGHT PROCRASTINATION DAY 6 Make a checklist this morning and get as many things completed as you can.	7 When doing performance reviews, focus on the positive.	8 Share how proud you are of someone where others can hear it.	9 Thank people for their input and valuable ideas.	SWAP IDEAS DAY 10 Share your ideas and ask for others to share theirs.	MAKE YOUR BED DAY 11 Get up, make your bed, and start the day feeling organized.
12 Pat yourself on the back for accomplishing something this weekend.	POSITIVE THINKING DAY 13 Begin your day with a positive affirmation.	HUG YOUR HOUND DAY 14 Give your dog a big hug today!	15 Tell your spouse/partner/best friend what you believe are their best qualities.	GUACAMOLE DAY 16 Thank someone for all their hard work.	17 Leave a positive review online for a local business you frequent.	18 Thank a cashier or server for their work.
NATIONAL CLEAN UP DAY 19 Get outside today and clean up litter along the way.	20 Remind your kid(s) how proud you are of them.	21 Be bold and ask a friend what they think your best qualities are and then share what you think about them.	22 Randomly decorate someone's office or workspace today to let them know they are valued.	23 Open a meeting with everyone saying something positive about one other person in the room.	24 Remember that everyone provides value in a workplace.	25 Tip generously.
LOVE NOTE DAY 26 Send a note to someone telling them why you care so much about them.	27 Send a note of appreciation to someone who should be recognized.	GOOD NEIGHBOR DAY 28 Let your neighbor know how much you appreciate them! Consider baking them a treat!	29 When you're at a restaurant or store, give the manager positive feedback about an employee.	30 Let your parents know that you appreciate them.	1 2	2

One of the easiest ways we can celebrate others is by recognizing their accomplishments! It doesn't have to be a black tie affair, but take the time to congratulate someone for finishing a difficult project or receiving positive feedback from a customer. Making sure people know they are appreciated goes a long way towards creating a positive work environment.

A great way to let others know they are doing a great job is by building a visual celebration board in a public area like a break room or employee lounge. Choose someone to celebrate and ask colleagues and supervisors to write something they appreciate about that person on the board. There are some really creative ideas out there on ways to recognize and celebrate people - check them out!

**STAY
HUMBLE
AND
KIND. ♡**

**make
kindness
the norm.**

OCTOBER 2021

HUMILITY

PRIDE IS CONCERNED WITH WHO IS RIGHT. HUMILITY IS CONCERNED WITH WHAT IS RIGHT. —EZRA TAFT BENSON

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	INTERNATIONAL COFFEE DAY 1 Treat someone to a cup of coffee today.	WORLD SMILE DAY 2 Smile at 5 people while you're out.
CARD MAKING DAY 3 Make a card for your best friend and send it to them.	TACO DAY 4 Listen to what others are saying and respond with kindness.	5 Remind yourself that no one is better than anyone else.	6 Be grateful for what you have. Try not to compare yourself to others.	7 Be open to hearing the other side of an argument.	8 Donate items you no longer need to a local charity.	CURIOS EVENTS DAY 9 Listen to advice from those trying to help you.
10 Watch a TEDx talk on humility.	11 Admit mistakes and apologize when appropriate.	12 When an opportunity presents itself, help in a way only you can.	13 Keep an open mind about new ideas and experiences.	14 Be vulnerable with others and be empathetic.	15 Be aware of when your actions are helpful or hurtful.	DICTIONARY DAY 16 Look up a new word in the dictionary today and start using it!
17 Volunteer at a local organization that helps those in need.	CHOCOLATE CUPCAKE DAY 18 Treat yourself to something you love today.	19 Allow yourself to be corrected when you are wrong.	20 Invite others into the conversation when ideas are being shared.	21 Remember that everyone is going through something you don't know about. Be kind.	22 Lend a hand when you see someone struggling.	23 Start listening to an uplifting podcast.
24 Identify three of your strengths and find ways to share them with others.	25 Share your struggles with those you trust. Ask for support if you need it.	26 Remember that sometimes just listening to someone with an open heart is enough.	27 Don't allow yourself to be mistreated. Know that you are worth it.	28 Reach out to someone with whom you've had a disagreement. Try to reconnect in a positive way.	29 Consider adopting a pet.	30 Try something new and outside of your comfort zone.
MAGIC DAY 31 Try showing someone a magic trick today!	1	2	3	SEPTEMBER S M T W Th F S 29 30 31 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 1 2 3 4 5 6 7 8 9		NOVEMBER S M T W Th F S 31 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 1 2 3 4 5 6 7 8 9 10 11

Courage was discussed in a previous month and humility was described as a courageous act. This is the month to work on humility as a strength. Make a bold move - ask for forgiveness for something you've done in the past and you know that wound hasn't healed. Reach out to someone to let them know you can do better in how you communicate with them. When you receive your annual review, consider that the person giving it does not want to offer criticism but wants to help you grow. Listen without judgement and take what others are saying to heart.

Humility is something we are always working on and while no one expects you to be treated poorly and accept bad behavior from others, try a mindset of humility and try to hear the messages you're being given.

**BE
THANKFUL.** 

**make
kindness
the norm.**

NOVEMBER 2021

GRATITUDE

I DON'T HAVE TO CHASE EXTRAORDINARY MOMENTS TO FIND HAPPINESS—IT'S RIGHT IN FRONT OF ME IF I'M PAYING ATTENTION AND PRACTICING GRATITUDE. —BRENÉ BROWN

Brené Brown's quote reminds us that in our fast-paced lives, it is way too easy to miss a lot of things that are truly good and meaningful—things that can help us be genuinely happy and content in life.

Little things easily rush by—like savoring each sip when our morning coffee tastes extra delicious, or thinking of those plastic ends on our shoelaces that prevent them from unraveling (whatever those are called), appreciating the fact that the electricity flowing around us makes our lives a lot easier and hardly ever goes out, marveling at medical science that helps us live healthier lives, or the fact that most of us have phones in our pockets that connect with the world at nearly the speed of light.

Infinitely more important than any of these 'things' are all the people in our lives. We often lose sight of just how truly lucky we are to have our families and friends. There are a million reasons to be grateful for our loved ones of course, but even annoying people we come across can teach us to be grateful in subtle ways (grateful that we aren't like them, for example).

This month, try slowing down just a little to make time to appreciate the people (and things) that are already right in front of all of us—all the extraordinary moments, things, and people that give our life meaning and make us truly happy.

To get into the habit, start a simple list and add to it as you think of things throughout the month.

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																		
31	1	2	SANDWICH DAY 3	COMMON SENSE DAY 4	5	6																																																																																																		
Start a 'things I'm grateful for' list and add to it as you think of things.	Play 'gratitude ping pong': pass a ball back and forth for two minutes sharing things for which you are grateful.	Spend part of today hand-writing a letter of gratitude to someone who has affected your life.	If you're having trouble thinking of things for which to be grateful, look in the mirror.	End the work week by letting someone know how much you appreciate them.	Even if your job isn't ideal, be grateful that you are able to work and earn money.																																																																																																			
7	TONGUE TWISTER DAY 8	9	10	ORIGAMI DAY 11	12	WORLD KINDNESS DAY 13																																																																																																		
Think of three things about your supervisor that you appreciate. Share with them.	Appreciate whatever the weather is today - rain, sun, wind, snow...it's all good!	Leave sticky notes with appreciative and inspiring words around your workplace and home.	Spend part of today looking through old photos to remember important events in your life.	Donate items you no longer need. Someone else will be grateful to receive them.	Start your day by greeting the sun and silently appreciating all the good in your life.	Thank someone today: a cashier, server, nurse, teacher... anyone!																																																																																																		
14	CLEAN OUT YOUR FRIDGE DAY 15	16	TAKE A HIKE DAY 17	18	USE LESS STUFF DAY 19	20																																																																																																		
Find a reason to laugh today.	Organize and clean your workspace - appreciate yourself!	Send a dear friend a small gift and note telling them how much they mean to you.	Go for a walk in nature and notice all the beauty and life around you.	While eating a meal, remember all the people who helped (farmers, truckers, grocery store clerks, etc.).	Whatever mode of transportation you have/use, be grateful.	Know that even on your most difficult days, someone is struggling even more.																																																																																																		
WORLD HELLO DAY 21	GO FOR A RIDE DAY 22	23	CELEBRATE YOUR UNIQUE TALENT DAY 24	25	RAK FRIDAY 26	BUY NOTHING DAY 27																																																																																																		
Forgive someone you have been holding a grudge against.	Leave a note of appreciation for those who are rarely thanked.	Create a 'gratitude wall' in a public place at work and ask people to post notes to each other.	Leave a positive review online for a local business.	Help a neighbor out with yard work or a chore they have not been able to complete.	Take the time to call a family member or tell your children how much they mean to you.	Write yourself a letter at futureme.org telling yourself all the reasons you appreciate YOU.																																																																																																		
28	29	30	1	<p style="text-align: center;">OCTOBER</p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>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> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </table> <p style="text-align: center;">DECEMBER</p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>			S	M	T	W	Th	F	S	26	27	28	29	30	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	1	2	3	4	5	6	S	M	T	W	Th	F	S	28	29	30	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	1	2	3	4	5	6	7	8
S	M	T	W	Th	F	S																																																																																																		
26	27	28	29	30	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	1	2	3	4	5	6																																																																																																		
S	M	T	W	Th	F	S																																																																																																		
28	29	30	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	1																																																																																																		
2	3	4	5	6	7	8																																																																																																		
Pick up litter around your neighborhood to show you care.	Finish a meeting by telling everyone how much you appreciate their input.	When you go to bed tonight, close your eyes and think of 10 things for which you are grateful.																																																																																																						

**THE BUCK
STOPS
WITH
KINDNESS.♥**

**make
kindness
the norm.**

DECEMBER 2021

RESPONSIBILITY

THERE ARE TWO PRIMARY CHOICES IN LIFE: TO ACCEPT CONDITIONS AS THEY EXIST, OR ACCEPT THE RESPONSIBILITY FOR CHANGING THEM. —DENIS WAITLEY

It may not feel like responsibility and kindness go hand in hand. However, if we think about acting responsibly and being accountable it becomes clear that our actions affect others. In addition to personal responsibility, we can also (kindly) hold others accountable for their actions.

This month, look for opportunities to complete tasks, help others complete theirs, be accountable for your actions and encourage your family, friends, and colleagues to hold themselves accountable for their actions.

SUN	MON	TUE	WED	THU	FRI	SAT
<p>NOVEMBER</p> <p>S M T W Th F S</p> <p>31 1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 1 2 3 4</p> <p>5 6 7 8 9 10 11</p>	<p>JANUARY</p> <p>S M T W Th F S</p> <p>26 27 28 29 30 31 1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31 1 2 3 4 5</p>	<p>EAT A RED APPLE DAY 1</p> <p>Be healthy and have an apple today!</p>	<p>2</p> <p>Don't hold back in meetings - offer your ideas!</p>	<p>MAKE A GIFT DAY 3</p> <p>Make a handmade gift for someone and leave it on their desk or mail it to them.</p>	<p>4</p> <p>Spend time doing something you loved as a child - drawing, building, baking, etc.</p>	
<p>5</p> <p>Go to the bookstore and spend time in a section you don't frequent.</p>	<p>6</p> <p>Think of new and more interesting ways to do your job.</p>	<p>LETTER WRITING DAY 7</p> <p>Write a letter of gratitude to someone who has made a difference in your life.</p>	<p>PRETEND TO BE A TIME TRAVELER DAY 8</p> <p>Write a note to your 8-year-old self and offer words of wisdom.</p>	<p>9</p> <p>Offer to run a meeting at work on the theme of innovation. Invite everyone to offer ideas.</p>	<p>10</p> <p>Begin planning something new and exciting for 2022.</p>	<p>11</p> <p>Look up projects you can do at home with your kid(s) related to science and innovation.</p>
<p>12</p> <p>Cook a recipe you've been afraid to try.</p>	<p>13</p> <p>Try a new approach to a problem you've been trying to solve.</p>	<p>14</p> <p>Watch your favorite science-related television show or listen to a science podcast.</p>	<p>15</p> <p>Change the format of your meeting today. Solicit feedback from attendees.</p>	<p>CHOCOLATE-COVERED ANYTHING DAY 16</p> <p>Share a chocolate-covered anything treat with others today.</p>	<p>17</p> <p>Try smiling while talking to clients or greeting customers today. It changes everyone's mood!</p>	<p>UGLY SWEATER DAY 18</p> <p>Celebrate the season with an ugly sweater party!</p>
<p>19</p> <p>Start a new hobby.</p>	<p>20</p> <p>Think of unique ways to show your friends how much you appreciate them.</p>	<p>21</p> <p>When you see something isn't working, offer thoughtful solutions.</p>	<p>Try a new organization system in an area where you feel disorganized (garage, junk drawer, phone icons, etc.) 22</p>	<p>23</p> <p>Tackle a challenge that has kept you procrastinating for too long.</p>	<p>24</p> <p>Spend the day doing whatever brings you pure joy.</p>	<p>25</p> <p>Savor time with whomever you spend the day with. Gift the gift of love.</p>
<p>THANK YOU NOTE DAY 26</p> <p>Write and mail thank you notes to those who have been helpful and supportive this year.</p>	<p>NO INTERRUPTIONS DAY 27</p> <p>Close your door or put on some headphones. Focus on getting your work done.</p>	<p>28</p> <p>Reframe negative thoughts into positive ones.</p>	<p>29</p> <p>Thank your colleagues and supervisors for a great year.</p>	<p>Spend the day 30 reflecting on all the good that happened this year and set some positive intentions for the coming year.</p>	<p>31</p> <p>Write one positive thing each week on a sticky note and place it in the jar. At the end of next year you can reflect back on everything.</p>	<p>1</p>