How can you be more cognizant of what's happening with you listen more, exude more patience)? Write 2-3 ways you can in	How can you be more cognizant of what's happening with your team members inside and outside of work? (Ex: show more understanding, listen more, exude more patience)? Write 2-3 ways you can incorporate this intention this week.		
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

How can you be more cognizant of what's happening with your team members inside and outside of work? (Ex: show more understanding, listen more, exude more patience)? Write 2-3 ways you can incorporate this intention this week.

Awareness of your impact on others is key for fostering compassionate workplaces. Jot notes for how you can raise awareness of this throughout the week.			
Monday	Thursday		
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	

Awareness of your impact on others is key for fostering compassionate workplaces. Jot notes for how you can raise awareness of this throughout the week.

Infention: How will you be taking care of yourself this week? Write what you will do for self-care each day and how you will stick to your plan.			
Monday	Thursday	Thursday	
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	
	Saturaty		

Infention: How will you be taking care of yourself this week? Write what you will do for self-care each day and how you will stick to it.

Everyone is going through something. What can you do to foster support for your teammates, even if they haven't communicated a need (ex: ask them what they need to succeed, conduct regular check-ins)? Write 1-2 ideas for each day.			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

Everyone is going through something. What can you do to foster support for your teammates, even if they haven't communicated a need (ex: ask them what they need to succeed, conduct regular check-ins)? Write 1-2 ideas for each day.

Intention: How will you incorporate breaks between activities (ex: before or after a meeting)? Write when and where you can do them and try to stick to the plan.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

How will you incorporate breaks between activities (ex: before or after a meeting)? Write when and where you can do them and try to stick to the plan.

Infention: Listening intently opens the doorway to understanding. Write different ways you can carefully listen to others based on your schedule this week.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Infention:

Listening intently opens the doorway to understanding. Write different ways you can carefully listen to others based on your schedule this week.

Infention: Focus on what brings you joy. Jot a few notes for each day on how you will keep your mind tuned to the positive influences in your life.			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

Intention: Focus on what brings you joy. Jot a few notes for each day on how you will keep your mind tuned to the positive influences in your life.

How can you be more present in your workday and beyond? Write 2-3 strategies you can try each day (i.e., listening, conscious breathing, meditation, breaks, etc.).		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday
	I	1

How can you be more present in your workday and beyond? Write 2-3 strategies you can try each day (i.e., listening, conscious breathing, meditation, breaks, etc.).

Thu Yuesday Fri Vednesday Sat	a a y	
	Friday	
Vednesday Sat		
Vednesday Sat		
Vednesday Sat		
Vednesday		
Vednesday		
	d a y	Sunday

Infention: Bigger Picture Goals—what's your focus this week and how can you maintain and refresh your enthusiasm toward that goal?

Intention:	Explore! Embracing other points of view keeps you attuned to others as well as yourself. Plan a few new experiences this week: a new food, a podcast by someone you don't agree with, a chat with someone you met recently. The sky's the limit!		
Monday		Thursday	
Tuesday		Friday	
Wednesday	y	Saturday	Sunday

Explore! Embracing other points of view keeps you attuned to others as well as yourself. Plan a few new experiences this week: a new food, a podcast by someone you don't agree with, a chat with someone you met recently. The sky's the limit!

Infention:	You deserve it! Enjoy at least one meal a day without distraction. Write down when and where you will have your special meal each day. Any inspiring thoughts bubble up?			
Monday		Thursday		
Tuesday		Friday		
Wednesda	y	Saturday	Sunday	

You deserve it! Enjoy at least one meal a day without distraction. Write down when and where you will have your special meal each day. Any inspiring thoughts bubble up?

"Kind" is not the same as "nice." Kindness requires direct—but considerate—communication. Note opportunities to practice directness this week (ex: give positive and honest critique).			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

"Kind" is not the same as "nice." Kindness requires direct—but considerate—communication. Note opportunities to practice directness this week (ex: give positive and honest critique).

Is there someone you don't gel with at work? What could be making you feel this way? Is it mutual? Capture a few notes here for how you can begin to resolve the tension between the two of you		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Is there someone you don't gel with at work? What could be making you feel this way? Is it mutual? Capture a few notes here for how you can begin to resolve the tension between the two of you...

How can you reorganize your physical surroundings to make your day more efficient? This week, try one new way to declutter, reorganize, or enhance your workspace each day.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

How can you reorganize your physical surroundings to make your day more efficient? This week, try one new way to declutter, reorganize, or enhance your workspace each day.

Find an inspirational quote for each day and envision how you will emulate it. Note the quotes and how you think you'll use them this week. BrainyQuote has some good ones.		
Monday	Thursday	
Tuesday	Friday	
Wodnesden	Sotundon	Sundon
Wednesday	Saturday	Sunday

Find an inspirational quote for each day and envision how you will emulate it. Note the quotes and how you think you'll use them this week. <u>BrainyQuote</u> has some good ones.

Teach yourself something every day this week. It doesn't have to be huge – just learn something different. What's on your short list of 5 new things for the workweek?		
Monday	Thursday	
Tuesday	Friday	
		1
Wednesday	Saturday	Sunday

Teach yourself something every day this week. It doesn't have to be huge – just learn something different. What's on your short list of 5 new things for the workweek?

Intention: Burnout can sneak up on a person. Are your teammates in a good place? Here are some <u>warning signs</u> . If someone is at risk, what are some ways you can help them?		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Burnout can sneak up on a person. Are your teammates in a good place? Here are some <u>warning signs</u>. If someone is at risk, what are some ways you can help them?

Communication is key to great workplaces. Capture some notes about your workplace communications and what you can do to up the game this week (ex: saying what you need with less words, practice active listening).		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Communication is key to great workplaces. Capture some notes about your workplace communications and what you can do to up the game this week (ex: saying what you need with less words, practice active listening).

Intention:	Innovation and discovery are keys to success in any department in any business. What can you do this week to spark ideation with your colleagues? (Ex: have team members participate in a team builder and then start brainstorming.)			
Monday		Thursday		
Tuesday		Friday		
Wednesday	7	Saturday	Sunday	

Innovation and discovery are keys to success in any department in any business. What can you do this week to spark ideation with your colleagues? (Ex: have team members participate in a team builder and then start brainstorming.)

Infention: How do you handle anger in the workplace? Are you anticipating any stressful situations that might boil over? What can you do to channel anger for optimal results?			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	
Wednesday	Saturday	Sunday	
	I		

How do you handle anger in the workplace? Are you anticipating any stressful situations that might boil over? What can you do to channel anger for optimal results?

Intention: Are you onboarding new employees or interns soon? Have you thought about how to optimize the onboarding experience for them and your team? Think a bit and jot notes.				
Monday	Thursday	Thursday		
Tuesday	Friday	Friday		
Wednesday	Saturday	Sunday		
Wednesday	Saturday	Sunday		
		I .		

Are you onboarding new employees or interns soon? Have you thought about how to optimize the onboarding experience for them and your team? Think a bit and jot notes.

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Intention:	How does your team celebrate wins? Do you have a few ideas for better ways to ensure the wins are recognized? (Ex: a shout-out whiteboard, time to celebrate wins on team meetings.) Jot them down and see which ones you want to keep.		
Monday		Thursday	
Tuesday		Friday	
Wednesda	y	Saturday	Sunday

How does your team celebrate wins? Do you have a few ideas for better ways to ensure the wins are recognized? (Ex: a shout-out whiteboard, time to celebrate wins on team meetings.) Jot them down and see which ones you want to keep.

Intention: Does your company have social responsibility initiatives in place or planned? How is the team rallying around them and what can you do to help make the wins even stronger?			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

Does your company have social responsibility initiatives in place or planned? How is the team rallying around them and what can you do to help make the wins even stronger?

What's the scoop? Deets? Tea? Is office gossip getting out of hand? How can you help bring it back around to positive info sharing that boosts rather than drags down the team?			
Thursday			
Friday			
Saturday	Sunday		
	Friday		

What's the scoop? Deets? Tea? Is office gossip getting out of hand? How can you help bring it back around to positive info sharing that boosts rather than drags down the team?

Immersing yourself in nature can be similar to hitting a reset button. How can you incorporate nature into your week? (Ex: take an outside walk each day, enjoy a coffee/tea/beverage outside.)			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday	Sunday	

Immersing yourself in nature can be similar to hitting a reset button. How can you incorporate nature into your week? (Ex: take an outside walk each day, enjoy a coffee/tea/beverage outside.)

Our brain is programmed to recognize patterns, but the assumptions they lead to are not always correct. Notice what thought patterns/habits you have, and write ways to keep yourself from falling into them.			
Monday	Thursday		
Tuesday	Friday		
Wednesday	Saturday		

Our brain is programmed to recognize patterns, but the assumptions they lead to are not always correct. Notice what thought patterns/habits you have, and write ways to keep yourself from falling into them.

Monday	Thursday		
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	

Intention: What are your most frustrating parts of each week? Write down ways to make those frustrations easier to manage.

What's one soft skill you wish you were better at (i.e., presentation skills, strategic thinking, mediation)? Make a plan this week to practice that skill at least 4 times.				
Monday	Thursday	Thursday		
Tuesday	Friday	Friday		
Wednesday	Saturday	Sunday		

What's one soft skill you wish you were better at (i.e., presentation skills, strategic thinking, mediation)? Make a plan this week to practice that skill at least 4 times.

Intention: What's one job/position at your company that you are unfamiliar with? Plan a touch-base or lunch with the person in that role to learn more about what they do.			
Monday	Thursday		
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	
	I.	I	

What's one job/position at your company that you are unfamiliar with? Plan a touch-base or lunch with the person in that role to learn more about what they do.

Intention:	Multi-tasking is not always the best way to do things. Set specific times this week to reserve for doing a single, important task – put it in your calendar to ensure doing it.		
Monday		Thursday	
Tuesday		Friday	
Wednesday	x7	Saturday	Sunday
Wednesday		Saturday	Sunday

Multi-tasking is not always the best way to do things. Set specific times this week to reserve for doing a single, important task – put it in your calendar to ensure doing it.

You need sleep to function efficiently. Write a plan for getting to bed on time each day. Try different methods and routines to see what works best!		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

You need sleep to function efficiently. Write a plan for getting to bed on time each day. Try different methods and routines to see what works best!

Infention: Use your commute (if you're remote, set aside time) to unwind. Use this time to be quiet and reflect on the day. Write how you will stay dedicated to this goal each day.		
Thursday		
Friday		
Saturday	Sunday	
	Friday	

Use your commute (if you're remote, set aside time) to unwind. Use this time to be quiet and reflect on the day. Write how you will stay dedicated to this goal each day.

How can you be more transparent with yourself and others? Write down ways you can communicate more clearly. (Ex: asking for help before you are overloaded, going to sleep earlier when you're tired, asking if someone else needs help.)		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

How can you be more transparent with yourself and others? Write down ways you can communicate more clearly. (Ex: asking for help before you are overloaded, going to sleep earlier when you're tired, asking if someone else needs help.)

Intention: How can you balance being kind and being honest while giving feedback? Capture a few notes based on what may arise this week.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday
		Sunday

Infention: How can you balance being kind and being honest while giving feedback? Capture a few notes based on what may arise this week.

Intention:	Change is constant – we know that. How can you practice responding to change with a clear head? Write down specific examples for each day. (Ex: take deep breaths, go outside, or spend time with a loved one/pet to clear your head.)		
Monday		Thursday	
Tuesday		Friday	
Wednesday	y	Saturday	Sunday

Change is constant – we know that. How can you practice responding to change with a clear head? Write down specific examples for each day. (Ex: take deep breaths, go outside, or spend time with a loved one/pet to clear your head.)

Find ways to reframe setbacks or uncomfortable situations as opportunities to grow. Plan ahead how you tend to respond to a few interactions that may occur this week and strategize how to reframe them if they happen.			
Monday	Thursday	Thursday	
Tuesday	Friday	Friday	
Wodnesday	So tue do	Sunda-	
Wednesday	Saturday	Sunday	

Find ways to reframe setbacks or uncomfortable situations as opportunities to grow. Plan ahead how you tend to respond to a few interactions that may occur this week and strategize how to reframe them if they happen.

Intention: Patience is a hard-earned quality in our fast-paced	d world. Write ways you can be more	open to things that may test your patience.
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Infention: Patience is a hard-earned quality in our fast-paced world. Write ways you can be more open to things that may test your patience.

Intention: What limiting thought or belief do y each day.	you hold that keeps you from becoming the person you v	want to be? This week, find a way to challenge it
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Intention:

What limiting thought or belief do you hold that keeps you from becoming the person you want to be? This week, find a way to challenge it each day.

Monday	Thursday		
vi v ii u a y	Inuisuay		
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	

Infention: Letting go is essential to growth. Write a plan for this week to help yourself let go of something that no longer serves you.

Infention: How can you bring better work/life balance to your life? Write	e specific ways to do this throughout the	week.
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Intention: How can you bring better work/life balance to your life? Write specific ways to do this throughout the week.

Write an affirmation each day reminding yourself of your work begins and as you're wrapping up for the day.	thiness. This week, remind yourself of yo	our daily affirmation as your workday
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday
	3	

Intention:

Write an affirmation each day reminding yourself of your worthiness. This week, remind yourself of your daily affirmation as your workday begins and as you're wrapping up for the day.

Are you judging others about a behavior you yourself exhibit? Often we recognize it in others before we see it in ourselves. Self awareness is the first step to more compassion for yourself and others. Note what's bugging you and then explore.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Intention:

Are you judging others about a behavior you yourself exhibit? Often we recognize it in others before we see it in ourselves. Self awareness is the first step to more compassion for yourself and others. Note what's bugging you and then explore.

Set aside time each day to go outside for 15 minutes or more At the end of the week, see how that felt for you.	e each day this week. If going outside is no	ot feasible, try looking out a window.
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday
	I	ı

Intention:

Set aside time each day to go outside for 15 minutes or more each day this week. If going outside is not feasible, try looking out a window. At the end of the week, see how that felt for you.

Intention: Each day, plan to do one kind thing for someone else that you don't normally do. Pay attention to how they respond and how you feel.		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Intention: Each day, plan to do one kind thing for **someone else** that you don't normally do. Pay attention to how they respond and how you feel.

Infention: Each day, plan to do one kind	thing for yourself that you don't normally do. Note how you fee	el when you focus on yourself this way.
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Intention: Each day, plan to do one kind thing for **yourself** that you don't normally do. Note how you feel when you focus on yourself this way.

Monday	Thursday	
Tuesday	Friday	
TT7 4 4		
Wednesday	Saturday	Sunday

Infention: Give a compliment to yourself after each day of work. Write them down here to further validify your accomplishments.

Infention: What consistently brings you joy in your life? Write how you can seek out those joys this week.			
Monday	Thursday		
Tuesday	Friday	Friday	
Wednesday	Saturday	Sunday	

Infention: What consistently brings you joy in your life? Write how you can seek out those joys this week.

Infention: What's your superpower at work? How can you use it to help others and yourself this week?		
Monday	Thursday	
Tuesday	Friday	
Wednesday	Saturday	Sunday

Infention: What's your superpower at work? How can you use it to help others and yourself this week?

Intention: Write at least one thing you are looking forward to each day. If there isn't anything, get in gratitude mode and think again!				
Monday	Thursday	Thursday		
Tuesday	Friday	Friday		
Wednesday	Saturday	Sunday		

Intention: Write at least one thing you are looking forward to each day. If there isn't anything, get in gratitude mode and think again!

Be on a proactive kindness mission this week. Write ways you can support this goal. (Ex: "Do something considerate for someone each day." "Give yourself 15 minutes after work each day to unwind.")				
Monday	Thursday			
Tuesday	Friday			
Wednesday	Saturday	Sunday		

Intention:

Be on a proactive kindness mission this week. Write ways you can support this goal. (Ex: "Do something considerate for someone each day." "Give yourself 15 minutes after work each day to unwind.")

Infention: What are some of your personal values you see in others (i.e., honesty, generosity)? How can you portray some of those values each day?				
Monday	Thursday			
Tuesday	Friday			
Wednesday	Saturday	Sunday		

Intention: What are some of your personal values you see in others (i.e., honesty, generosity)? How can you portray some of those values each day?

Intention: At the end of each day, reflect on how exercises like these have empowered your workplace mindfulness/kindness.				
Monday	Thursday	Thursday		
Tuesday	Friday	Friday		
Wednesday	Saturday	Sunday		

Infention: At the end of each day, reflect on how exercises like these have empowered your workplace mindfulness/kindness.