

# February 2020

FOCUS: Loving  
kindness & Self  
reflection



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	<b>1</b> Place a note of appreciation on someone's desk, then write one for yourself
<b>2</b> Do at least one thing today that brings you joy	<b>3</b> Make sure everyone in meetings today feels included	<b>4</b> Ask a co-worker how they are doing, and really listen to their answer	<b>5</b> Leave a note of thanks for the cleaning crew or mail delivery person	<b>6</b> Give a friend or co-worker a book that has impacted you in a positive way	<b>7</b> Put yourself in the shoes of someone who may be upsetting you	<b>8</b> Send a letter or a text to someone to tell them how much you appreciate them
<b>9</b> Smile at as many people as possible all day long	<b>10</b> Take the high-road when something difficult comes your way	<b>11</b> Say something positive to everyone you talk to today	<b>12</b> Tell a co-worker why you appreciate them today	<b>13</b> Make an effort to start every conversation you have today on a positive note	<b>14</b> Tell someone why you are grateful to have them in your life {Valentines Day}	<b>15</b> Congratulate someone on getting a project done
<b>16</b> Say hello to three strangers today	<b>17</b> Call someone today and let them know you are thinking about them	<b>18</b> Leave a sticky note on someone's desk letting them know you value them.	<b>19</b> Apologize to someone with whom you've had a past conflict	<b>20</b> Celebrate today by doing something kind for someone else	<b>21</b> Tell someone manager about the good service you received	<b>22</b> When others are gossiping, be the one to chime in with something nice
<b>23</b> Celebrate yourself today! Do something you enjoy!	<b>24</b> Start a meeting with a roundtable to celebrations	<b>25</b> Assume the best in everyone you come in contact with today	<b>26</b> Thank someone who helped you today	<b>27</b> Celebrate the things that bring happiness to your life	<b>28</b> Write a note to yourself outlining five positive things about yourself	<b>29</b> Remind yourself that you are doing the best you can {Leap Year}
<b>1</b>	<b>2</b>	<b>Notes</b>  Week of February 17th is Random Acts of Kindness week!				